

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**March 23, 2017****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 23, 2017, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:00 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, Ms. Gwendolyn Browning (arrived after roll call), Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Eric Samples, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (11)  
**Members not in attendance were:** Mr. David Barder, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin, Ms. Ausha Green, Dr. Layne Lebo, Mr. John Salov, and Mr. Ford Thompson (8)  
**Non-Voting Members in attendance were:** Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary  
**Non-Voting Members not in attendance were:** Mr. Daren Moran, Board Treasurer  
**Staff/Public in attendance were:** Alicia McDonald, David Martin, Theresa Kinsinger, and Len Kapp
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed today's presenters: Lori Feidt, Clyde Caldwell, Dr. Janilyn Elias and Wendy Shaver to the meeting.
- Reports & Updates**
- Monthly Board Spotlight Dr. Janilyn Elias, Program Director, and Wendy Shaver, Teacher, shared an overview of the Diakon/Center Point Day Program. The Board members participated in a quiz as Ms. Shaver modeled the use of instructional technology. Clyde Caldwell, Principal at Loysville Youth Development Center, and Lori Feidt, English Teacher, provided an overview of LYDC facility, including the history, responsibilities of Department of Human Services, and the educational program provided by CAIU.
- Arriving Board Members** Ms. Gwen Browning arrived at 8:07 a.m. to the Board meeting.
- Executive Session** At 9:00 a.m., the Board entered into Executive Session to discuss Personnel Matters.
- REGULAR BOARD MEETING** At 9:11 a.m., the Board reconvened the Regular Board Meeting.
- Reports & Updates**
- Announcement of CAIU Retiree There were no retirees this month.

CAIU Team Reports	<ul style="list-style-type: none"> <li>• David Martin, Director of Technology Services, shared a report about PETE&amp;C and thanked the districts, Derry Township and West Shore, for allowing students to attend the conference to provide technical support. He invited the board members to the Middle School and High School Computer Fair that will be held at the CAIU on Wednesday, March 29<sup>th</sup>.</li> <li>• Cindy Mortzfeldt, Executive Director, highlighted several items from her Executive Director's report. She shared that Dr. Brunner and she recently met with the Chief of Staff from Senator Regan's office and with Representative Thomas Mehaffie to share an overview of the work of Intermediate Units in general and the work of the CAIU with our school districts. She also reviewed the Executive Director's evaluation documents and the summary of the 2014-17 CAIU Organizational Goals. She also invited the Board members to the 18<sup>th</sup> Annual Champions for Children Bingo event on Friday, April 7<sup>th</sup>.</li> <li>• Rennie Gibson, Board Secretary, shared that the annual ballots for the CAIU Board member election will be distributed soon.</li> </ul>
<b>Approval of Minutes</b>	<p><b>Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin,</b> "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of February 23, 2017 are approved."</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Board Committee Report</b>	The Board Negotiations committee met on February 23, 2017.
<b>Treasurer's Report</b>	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples,</b> "that the following fiscal items be approved:
Treasurer's Report - February 2017	February 2017 Treasurer's Report - a total of \$7,656,348.89 in receipts and \$7,509,859.91 in expenditures
Payment of Bills - February 2017	February 2017 Payment of Bills.
Summary of Operations - February 2017	February 2017 Summary of Operations showing revenues of \$51,936,823.48 and expenses of \$47,148,580.71."
	<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>Mr. Wilbur Wolf moved, seconded by Dr. Elisabeth McLean,</b> "that the following Budget Administration items be approved:
2016-17 Budget Revisions	<p>The following 2016-17 Budget Revisions:</p> <ul style="list-style-type: none"> <li>• Online Learning Initiative</li> <li>• Driver Education</li> <li>• English as a Second Language</li> <li>• Entrepreneurial Transportation</li> <li>• Financial Software Application</li> <li>• Technology Entrepreneurial</li> <li>• Transportation</li> </ul>
2016-17 Original Budgets	<p>The following 2016-17 Proposed Original Budgets:</p> <ul style="list-style-type: none"> <li>• CAMhP</li> <li>• Early Intervention Evidence Based Implementation Grant</li> <li>• Statewide System of Support."</li> </ul>

**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**

Proposed 2017-18 Student Services Fixed Rates

**Mr. Wilbur Wolf moved, seconded by Ms. Gwen Browning,** “that the Proposed 2017-18 Student Services Fixed Rates be approved.”

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

### **Other Business Item**

PSBA Voting Delegate Legislative Policy Council

**Mrs. Judy Crocenzi moved, seconded by Dr. Fred Baldwin,** “that the following other business items be approved:

Appointment of Mr. Eric Samples as the CAIU Voting Delegate for the PSBA Legislative Policy Council Meeting to be held on Friday, October 20, 2017.

2017-2018 CAIU 12-Month Employee Calendar

2017-2018 CAIU 12-Month Employee Calendar.”

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

### **Policies**

Second Reading, Revised Policy

**Dr. Fred Baldwin moved, seconded by Mr. Eric Samples,** “that the following policies be approved:

Second Reading and final approval of Revised Policy #810.1 – Drug/Alcohol Testing – Covered Drivers.”

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

### **Job Descriptions**

First Reading, Existing Position, Revised Description

**Mrs. Barb Geistwhite moved, seconded by Mr. Wilbur Wolf,** “that the following job descriptions be approved:

First Reading, Existing Position, Revised Description - Curriculum Services Administrative Assistant.”

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

### **Personnel Items**

RESIGNATIONS

**Mr. Wilbur Wolf moved, seconded by Ms. Gwen Browning,** “that the following personnel items be approved:

- **TAMARA BECKENBAUGH**, Teacher, Multiple Disabilities Support Program, effective April 21, 2017. Reason: Personal.
- **KIERSTEN DIMINICK**, Educational Paraprofessional, Early Intervention Program, effective June 2, 2017. Reason: Personal.
- **VALARIE FRANCIS**, Educational Paraprofessional, Early Intervention Program, effective March 3, 2017. Reason: Personal.
- **REBECCA KUHN**, Teacher, CATES Program, effective April 18, 2017. Reason: Personal.

- **JEANNE MORROW**, Speech and Language Clinician, Early Intervention Program, effective July 6, 2017. Reason: Retirement after more than 23 years of continuous service.
- **NICHOLAS RUDDLE**, Personal Care Assistant, CATES Program, effective March 3, 2017. Reason: Personal.
- **MARIANNE SMITH**, Teacher, Blind/Visually Impaired Support Program, effective June 9, 2017. Reason: Retirement after 35 years of continuous service.
- **CATHY TWEET**, Educational Paraprofessional/Communications Facilitator, Deaf/Hard of Hearing Program, effective June 3, 2017. Reason: Retirement after more than 33 years of continuous service.
- **PAULETTE WALKER**, Teacher, Multiple Disabilities Support Program, effective June 30, 2017. Reason: Retirement after 31 years of continuous service.
- **BOBBI JO WORRELL**, Teacher, CATES Program, effective April 21, 2017. Reason: Personal.
- **DEBRA ZERVANOS**, Educational Paraprofessional, CATES Program, effective March 17, 2017. Reason: Personal.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **ALEXANDER ELBERT**, Long Term Substitute, Early Intervention Program, effective March 14, 2017 – June 2, 2017. Employee will work as a part-time Educational Paraprofessional effective March 14, 2017 – March 24, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on number of days worked. Employee will then transition to a full-time Teacher effective March 27, 2017 – June 2, 2017. Base salary of Masters, Step 7, \$53,683 for 189 days of service will be prorated for a total of 39 days. These are replacement positions funded through the MAWA budget.
- **KATHLEEN HORNER**, Social Worker, Pupil Services Program, effective March 13, 2017. Base salary of Masters, Step 5, \$50,926 for 189 days of service will be prorated for a total of 54 days with additional new hire days as required. This is a replacement position funded through the Pupil Services and Emotional Support budgets.
- **KIMBERLY TUCKER**, part-time Long Term Substitute Physical Therapist, OT/PT Program, effective February 27, 2017 – July 27, 2017. Employee will be paid at the rate of \$49.21 per hour, based on Masters, Step 15, \$69,753 for 189 days of service. This is a new position funded through the OT/PT budget.

LEAVES OF  
ABSENCE

- **LYNDI JANNY**, Teacher, Early Intervention Program, leave of absence effective April 2, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from April 2, 2017 – May 12, 2017 for a total of 20 paid days and without pay from May 15, 2017 – June 2, 2017 for a total of 14 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KAREN RUDDLE**, Supervisor, Training and Consultation Program, leave of absence effective March 13, 2017 – June 7, 2017. Leave is requested using accumulated paid leave for a total of 60 days and is in accordance with CAIU and FMLA policies.
- **AVEN SHUPE**, Personal Care Assistant, CATES Program, leave of absence effective March 9, 2017 – March 17, 2017. Leave is requested using accumulated paid leave from the afternoon of March 9, 2017 – March 10, 2017 for a total of 1.5 paid days and without pay from March 13, 2017 – March 17, 2017 for a total of 5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **ELENA TAYLOR**, Job Coach, Loysville Youth Development Center, leave of absence effective February 14, 2017 – February 28, 2017. Leave is requested using accumulated paid leave for a total of 9 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.**

**Mr. Eric Samples moved, second by Dr. Fred Baldwin**, “that the following personnel item be approved:

**RECOMMENDED FOR EMPLOYMENT OR CONTRACT** **BRANDON BEDDIA**, Educational Consultant, Loysville Youth Development Center, effective pending Board approval. Base salary of Masters, Step 8, \$55,258 for 189 days of service will be prorated based on the number of days worked and will include additional new hire days as required. Hiring and continued employment contingent upon execution of professional contract and ongoing PDE certification. This is a new position funded through the Loysville Youth Development budget.”

**Motion passed with a roll call vote as nine (10) members present voting in the affirmative and one (1) member, Mr. Wilbur Wolf, voting opposed.**

**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 at this meeting.

**Board Member Sharing of Information**

There were no Board Members Sharing of Information.

**Information Items**

An appreciation letter and the Superintendents' Advisory Council (SAC) Meeting minutes from March 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, April 27, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Eric Samples moved, seconded by Ms. Gwen Browning, "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 9:35 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary