

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

April 27, 2017

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 27, 2017, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:02 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, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean (arrived after roll call), Mrs. Jean Rice, Mr. Ford Thompson, and Mr. Wilbur Wolf (12)
Members not in attendance were: Mr. Ken Ewing, Mr. Jay Franklin, Ms. Ausha Green, Dr. Layne Lebo, Mr. John Salov, Mr. Eric Samples, and Mr. J. Bruce Walter (7)
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: Rhonda Brunner, Alicia McDonald, David Martin, Theresa Kinsinger, Brian Griffith, Len Kapp, and Mr. John Rupp, Mechanicsburg Area SD
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed all to the meeting.
- Reports & Updates**
- Announcement of CAIU Retirees There were no retirees this month.
- Monthly Board Spotlight Mark Hennes, Special Projects Supervisor, shared an overview of the Innovation Grants process and introduced the 2016-17 grant recipients. Lynette Lee provided details about the nine Parent Partnership sessions held last fall and this spring. Lisa Smiley and Nicole Showers shared their plan to create training options for pre-service teachers around the Competent Learner Model. Karen Ditzler has several workshops planned for elementary teachers focusing on integrating the 4 C's (Communication, Collaboration, Critical Thinking and Creativity) into teaching and learning.
Thank you to the committee who developed and supported this grant: Daren Moran, Rhonda Brunner, Eric Bostick, Joe Gallucci, and Mark Hennes.
- Arriving Board Member At 8:06 a.m., Dr. Elisabeth McLean arrived at the Board Meeting.
- CAIU Team Reports
- Alicia McDonald, Director of Student Services, shared information about the 2017-18 Special Education Plan and provided date-savers for upcoming Student Services events.

- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU is updating insurances and contracts. A Career Open House will be held on May 25th from 1-5pm and is intended as a vehicle to fill vacant classroom positions. The CAIU is holding its annual Employee Social next week.
- Len Kapp, Supervisor of Operations and Transportation, shared that there are summer plans for interior and exterior work at our facilities. The transportation program is growing due to increased district interest.
- Brian Griffith, Director of Curriculum Services, shared that there are plans to develop a 5-year Pre-K Counts grant proposal. There are increased conversations about digital badging to personalize learning for adults.
- David Martin, Director of Technology Services, shared that 112 students participated in the recent CAIU Regional Computer fair and those winners will move on to the State computer fair in May. The Shippensburg School Study Council recently held a technology presentation on Trending Technologies. Several of our districts along with districts from IU 12 shared about the technology that is being used in the classrooms. The WAN agreements have been sent to districts.
- Dr. Rhonda Brunner, Assistant Executive Director, shared background on the School Wellness policy, the Behavior Support policy, and the Sick Leave policy. ESSA implementation will be a focus of the upcoming PAFPC conference and the Federal Program Coordinator training. The School Climate Initiative will continue into next school year with three school buildings.
- Daren Moran, Business Manager, shared that all districts have approved the CAIU budget. There are several Budget revisions on today's agenda that reflect updated information. The audit engagement letter is also on today's agenda.
- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director report. Several CAIU staff recently participated in the IDEA Fiscal Review with the PDE. PAIU Day on the Hill went very well with CAIU staff meeting with Rep. Sheryl Delozier and Rep. Mark Keller. The group also met with Senator's DiSanto's Chief of Staff and Legislative Director. The focus was on Early Intervention funding in particular.
- Rennie Gibson, Board Secretary, shared that most of the financial information forms have been returned.

Departing Board members

Mr. David Barder departed the meeting at 9:15 a.m.

2017-18 Special Education Plan

The 2017-18 Special Education Plan was available for the Board's review.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Ms. Gwen Browning, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of March 23, 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

No Board Committee Reports.

Treasurer's Report

Mrs. Barbara Geistwhite moved, seconded by Mr. Wilbur Wolf, "that the following fiscal items be approved:

Treasurer's Report - March 2017

March 2017 Treasurer's Report - a total of \$5,500,040.65 in receipts and \$7,863,952.18 in expenditures.

Payment of Bills - March 2017

March 2017 Payment of Bills.

Summary of
Operations - March
2017

March 2017 Summary of Operations showing revenues of \$58,488,893.82 and expenses of \$53,936,299.85.”

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

2016-17 Budget
Revisions

The following 2016-17 Budget Revisions:

- Cafeteria Services
- Conference Planning
- Early Intervention ACCESS Program
- ELECT Program
- EI Evidence Based Implementation Grant
- Hospital Education Program
- IDEA Section 611 - Early Intervention
- IDEA Section 619 - Early Intervention
- International Baccalaureate Project
- Loysville Youth Development Center
- Title I, Part D - Loysville Youth Development Center.”

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

Audit Engagement
Letter

Dr. Fred Baldwin moved, seconded by Ms. Gwen Browning, “that the Audit Engagement Letter 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

There were no other business items.

Policies & Programs

Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the following policies and programs be approved:

2017-18 Student
Services Master
Calendar

2017-18 Student Services Master Calendar

2017-18 Curriculum
Services Calendar

2017-18 Curriculum Services Calendar

First Reading,
Revised Policies

First Reading of the following Revised Policies:

- Policy #113.2 - Behavior Support
- Policy #246 - School Wellness
- Policy #334 - Sick Leave.”

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 Dr. Fred Baldwin, “that the following job descriptions be approved:
Second Reading, Existing Position, Revised Description	Second Reading, Existing Position, Revised Description - Curriculum Services Administrative Assistant.
First Reading, New Position, New Description - Application Developer I	First Reading, New Position, New Description - Application Developer I.”
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. Ford Thompson moved, seconded by Mr. Wilbur Wolf, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • JOANNE BLESSING, Program Secretary, Student Services Team, effective June 30, 2017. Reason: Retirement after more than 27 years of continuous service. • LORETTA CONNOLLY, Speech and Language Clinician, Early Intervention Program, effective September 6, 2017. Reason: Retirement after more than 15 years of continuous service. • ROBERT HEFFNER, Lead Driver/Warehouseman, Administrative Team, effective September 15, 2017. Reason: Retirement after 40 years of continuous service. • LAURA KOROT, Secretary, CAOLA Program, effective April 12, 2017. Reason: Employee accepted a position with Mechanicsburg Area School District. • MARVIN MOSES, Personal Care Assistant, Autism Support Program, effective March 20, 2017. Reason: Personal • JOY MURLATT, Program Secretary, Early Intervention Program, effective June 2, 2017. Reason: Retirement after more than 33 years of continuous service. • MICHAEL ZITO, Personal Care Assistant, Autism Support Program, effective April 6, 2017. Reason: Personal.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<ul style="list-style-type: none"> • ASHLEY ADAMS, Teacher, Deaf/Hard of Hearing Program, effective for the 2017-2018 school year. Base salary of Bachelors, Step 9, \$54,649 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget. • MACKENZIE BAKER, Educational Paraprofessional, Diagnostic Program, effective April 3, 2017. Base salary of HS, Step 1, \$16,892, for 189 days of service will be prorated for a total of 39 days with additional new hire days as required. This is a new position funded through the Diagnostic budget. • ZAIRE BROWN, Personal Care Assistant, CATES Program, effective April 10, 2017. Base salary of HS+30, Step 1, \$18,253, for 189 days of service will be prorated for a total of 34 days with additional new hire days as required. This is a new position funded through the CATES budget. • JAMES FISSEL, Senior Network Administrator, Technology Team, effective April 10, 2017. Base salary of \$75,000 for 12 months of service, prorated for a total of 60 days through June 30, 2017. This is a replacement position funded through the Network budget. • IRENE MCKENNA-REEDY, Educational Consultant, Curriculum Team, effective May 8, 2017. Base salary of Masters+45, Step 7, \$57,816 for 189 days of service will be prorated for a total of 21 days with additional new hire days as required. This is a replacement position funded through the IDEA/CSPD budgets.

- **ASHLEY WHITE**, Personal Care Assistant, Emotional Support Program, effective April 4, 2017. Base salary of HS, Step 1, \$16,892, for 189 days of service will be prorated for a total of 38 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CHANGE OF STATUS

- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, change in leave of absence return to work date from May 12, 2017 to April 4, 2017.
- **BARBARA FREY**, from Educational Paraprofessional to a Long Term Substitute Teacher, CATES Program and as assigned, effective April 18, 2017 – 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 31 days. This is a temporary replacement position funded through the CATES budget or per assignment.
- **LYNDI JANNY**, Teacher, Early Intervention Program, change in leave of absence start date from April 2, 2017 to March 29, 2017. Employee will now be using accumulated paid leave time from March 29, 2017 – the morning of May 15, 2017 for a total of 25.5 paid days and without pay will be from the afternoon of May 15, 2017 – June 2, 2017 for a total of 13.5 unpaid days.
- **BRIANNA SMITH**, Educational Paraprofessional, Dual Diagnosis Program, from active to terminated status due to failure to report to work, effective April 11, 2017.
- **SHIRLEY TAYLOR**, Clerk, Administrative Team, change in leave of absence return to work date from May 15, 2017 to April 24, 2017.
- **CATHY TWEET**, Educational Paraprofessional/Communications Facilitator, Deaf/Hard of Hearing Program, change of retirement effective date from June 3, 2017 to June 13, 2017.

CHANGE OF SALARY

- **KIMBERLY TUCKER**, part-time Long Term Substitute Physical Therapist, change of salary from \$49.21 per hour, based on a Masters, Step 15 placement on the current salary schedule, to \$47.08 per hour, based on a Bachelors, Step 15, effective February 27, 2017 – July 27, 2017. This change is due to an error in calculating the employee's educational level at time of hire.
- **BARBARA SWENSON**, change of salary from full amount of Bachelors, Step 1, \$44,247 to 80% of Bachelors, Step 1, in accordance with the Collective Bargaining Agreement. This is for 189 days of service and will be prorated for 29 days. Employee changed from a Teacher in the Dual Diagnosis Program to a Floater Teacher, effective April 19, 2017.

LEAVES OF ABSENCE

- **JOEI ASKEY**, Educational Paraprofessional, Early Intervention Program, leave of absence effective April 24, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from April 24, 2017 – the morning of May 25, 2017 for a total of 23.5 paid days and without pay from the afternoon of May 25, 2017 – June 2, 2017 for a total of 5.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, intermittent FMLA leave through March 21, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Educational Paraprofessional, Emotional Support Program, unpaid leave is requested for April 5, 2017 due to exceeding 10 days of leave without pay. This will be employee's 13th day without pay. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **MICHELE KURTZ**, Sign Language Interpreter, Deaf/Hard of Hearing Program, leave of absence effective February 13, 2017 – February 24, 2017. Leave is requested using accumulated paid leave on February 13, 2017 for 1 paid day and without pay from February 14, 2017 – February 24, 2017 for a total of 8 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NANCY MAUST**, Educational Coach, Student Services Team, leave of absence effective April 13, 2017 – April 12, 2018. Employee exhausted all FMLA leave and is requesting an additional year of unpaid leave. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.

- **MARIE MUSKEY**, Teacher, Hospital Program, leave of absence effective April 18, 2017 – June 7, 2017. Leave is requested using accumulated paid leave for a total of 36 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. She also provided an update on the annual Champions for Children Basket Bingo event. It was a great success with over a hundred attendees and over \$5500 raised in net profit. Mrs. Mortzfeldt also invited the Board members to several upcoming events:

- **Arts and Achievement Night - Tuesday, May 16th @ 5-7pm**, Hill Top Academy
- **DHH Awards Ceremony– Thursday, May 18th @ 6:30-9:00pm**, Susquehanna Room – 4 students graduating (they are itinerant students, not classroom)
- **Project SEARCH Graduation – Wednesday, May 24th @ 6:30pm**, Junker Auditorium, PSH-HMC – 6 students graduating
- **CAIU Graduation** (includes Hill Top and district-based programs) – **Tuesday, May 30th @ 7:00pm**, Susquehanna Room – 7 students graduating

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this meeting.

**Board Member
Sharing of
Information**

Mrs. Barbara Geistwhite, Cumberland Valley SD, shared about her recent viewing of “Purple Dreams,” a documentary following the students from a North Carolina HS for the Arts during their performance of “The Color Purple.”

Information Items

An article highlighting the Computer Fair was 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, May 25, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Dr. Fred Baldwin moved, seconded by Mr. Ford Thompson, “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 9:37 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary