

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

### May 25, 2017 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 25, 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.
- Executive Session** At 8:02 a.m., the Board entered into Executive Session to discuss personnel matters.
- REGULAR BOARD MEETING** At 8:09 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, Mr. David Barder, Ms. Gwendolyn Browning, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Jay Franklin (arrived after roll call), Mrs. Barbara Geistwhite, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (13)  
**Members not in attendance were:** Mr. Terry Cameron, Mr. Clifton Edwards, Mr. Ken Ewing, Ms. Ausha Green, Mr. John Salov, and Mr. Eric Samples (6)  
**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, and Brian Griffith
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Jill Neuhard to the meeting.
- Reports & Updates**
- Monthly Board Spotlight Brian Griffith introduced Jill Neuhard, CAIU Supervisor of Instructional Technology, who presented an overview of the Tinker Expo that was held at the CAIU in the fall and announced that the 2017 Tinker Expo event will be held on October 17<sup>th</sup>. She also provided an overview of the recent State Computer Fair held at Dickinson College.
- Arriving Board Member At 8:15 a.m., Mr. Jay Franklin arrived at the Board meeting.
- Announcement of CAIU Retirees There were no retirees this month.
- CAIU Team Reports
- Alicia McDonald, Director of Student Services, shared that Alison Howard recently won the State Corrections Teacher of the Year Award. We continue to plan for expansion of mental health service's classrooms. There are several staff vacancies as a result of retirements, resignations, and new programming. Two classrooms are moving from East

Pennsboro Area School District; one classroom will move to Yellow Breeches MS and the other class location has yet to be determined.

- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU will begin to use Substitute Teacher Service (STS) and Aesop for absence management. A new fingerprint vendor has been selected for PA; we will begin the transition over the next several months. The first annual Career Open House will be held today. The Human Resources office is preparing to meet the hiring challenges ahead as 15% of our staff are retirement eligible or will be within 3 years.
- David Martin, Director of Technology Services, shared information about recent intermittent internet issues. These issues were caused by a hardware problem and Comcast had completed an update that resulted in some problems. All access has been moved to the failover internet provider. Mark Walz provided a recent presentation on Technology Case Law and updates. The Technology Team is preparing for summer projects.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about three policies on the agenda related to Diabetes, Food Services and local meal charge policies, and Automated External Defibrillator and Cardiopulmonary Resuscitation.
- Daren Moran, Business Manager, shared information about a PDE audit of IDEA fiscal review. He also provided a positive update on the Steelton-Highspire School District payment plan. He highlighted the Summary of Operations format change.
- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director report. May is Better Hearing and Speech month. She provided highlights from the recent 19<sup>th</sup> Annual Tom Buskey Student Achievement Awards Celebration and the ProjectSEARCH graduation. She invited the Board members to attend a My Bike, My Stroller and My Voice Variety, the Children's Charity event on May 31<sup>st</sup> at 2 pm here at CAIU. The CAIU graduation will be held on May 30<sup>th</sup> at 7:00 p.m. at the CAIU; six students are graduating. She also shared an update on the United Way and their upcoming school readiness pilot project with three area schools.
- Rennie Gibson, Board Secretary, shared an update of the 2017-18 CAIU Board ballots/election. To date, she has received ballots from fifteen school districts. They are due by July 7<sup>th</sup>.

#### Approval of Minutes

**Mr. Ford Thompson moved, seconded by Mr. Wilbur Wolf**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of April 27, 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

The Act 93 Committee is preparing for the next contract.

#### Treasurer's Report

**Mrs. Barb Geistwhite moved, seconded by Dr. Fred Baldwin**, "that the following fiscal items be approved:

#### Treasurer's Report - April 2017

April 2017 Treasurer's Report - a total of \$4,814,984.72 in receipts and \$7,210,564.90 in expenditures.

#### Payment of Bills - April 2017

April 2017 Payment of Bills.

#### Summary of Operations - April 2017

April 2017 Summary of Operations showing revenues of \$65,021,019.73 and expenses of \$62,029,177.38."

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

**Budget Administration**

**Ms. Gwen Browning moved, seconded by Mrs. Judy Crocenzi,** “that the following Budget Administration items be approved:

Proposed 2016-17 Budget Revisions

The following Proposed 2016-17 Budget Revisions:

- Act 89 (Non-public Schools)
- Diakon Center Point Program
- IDEA Section 611 - School-Age
- Institutionalized Children's Program
- Non-Public Auxiliary Title Program
- Professional Services Budget
- Student Services Budget

Proposed 2016-18 Budget Revisions

The following Proposed 2016-18 Budget Revisions:

- Title I, Part D - Neglected and Delinquent Subpart 2
- Title II, Part A - Improving Teacher Quality

Proposed 2016-18 Original Budget

The following Proposed 2016-18 Original Budget: Title I, Part A - Improving Basic Programs.”

**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**

**Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi,** “that the following Other Fiscal Matters be approved:

Special Education Service Contract Summary – 2017-18

2017-18 Special Education Service Contracts for the following: Big Spring SD, Camp Hill SD, Capital Area School for the Arts CS, Carlisle Area SD, Cumberland Valley SD, Derry Township SD, Greenwood SD, Halifax Area SD, Infinity CS, Newport SD, Northern York County SD, Premier Arts and Science CS, Susquenita SD, Sylvan Heights Science CS, West Perry SD

Proposed 2017-18 Cafeteria Rates

The following proposed cafeteria rates for the 2017-18 school year were approved:

	<b>2016-17 Rates</b>	<b>Proposed 2017-18 Rates</b>
• <b>Milk</b> for students/adults	.65	<b>.65</b>
• <b>Lunch (K-12)</b>	2.75	<b>2.75</b>
• <b>Lunch, Reduced*</b>	.40	.40
• <b>Lunch, Adult</b>	4.05	<b>4.05</b>
• <b>Breakfast (K-12)</b>	1.65	<b>1.65</b>
• <b>Breakfast, Reduced*</b>	.30	.30
• <b>Breakfast, Adult</b>	2.20	<b>2.20</b>

\*Reduced prices set by PDE.”

**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**

**Mr. Wilbur Wolf moved, seconded by Dr. Layne Lebo,** “that the following Other Business Item be approved:

Approval of Calendar Modification - Act 80 Days Approval of Calendar Modification - Act 80 Days.”

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

## **Policies & Programs**

**Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite,** “that the following policies and programs be approved:

Second Reading, Revised Policies

Second Reading of the following Revised Policies:

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

First Reading, New Policy #209.2 - Diabetes

First Reading of New Policy #209.2 – Diabetes

First Reading, Revised Policies

First Reading of the following Revised Policies:

- Policy #808 - Food Services
- Policy #822 - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR).”

**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 Mr. David Barder,** “that the following job descriptions be approved:

Second Reading, New Position, New Description - Application Developer I

Second Reading, New Position, New Description - Application Developer I

First Reading, Existing Position, New Descriptions

First Reading of the following, Existing Position, New Descriptions:

- Application Support Specialist I
- Application Support Specialist II
- Application Support Specialist III
- Senior Application 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. Ford Thompson moved, seconded by Mr. Wilbur Wolf,** “that the following personnel items be approved:

RESIGNATIONS

- **KRISTA CARR**, Teacher, Early Intervention Program, effective July 27, 2017. Reason: Retirement after more than 13 years of continuous service.
- **SHARON FARLEY**, Occupational Therapist, OT/PT Program, effective July 27, 2017. Reason: Retirement after more than 18 years of continuous service.
- **CYNTHIA GAVAZZI**, Data Systems Supervisor, Student Services Team, effective June 6, 2017. Reason: Employee accepted a position with Harrisburg Area Community College.

- **KEITH IMBODEN**, Program Supervisor, Student Services Team, effective August 31, 2017. Reason: Retirement after more than 4 years of continuous service.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective July 27, 2017. Reason: Employee is moving out of the area.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **AARON FILIP**, Intern, Technology Team, effective May 1, 2017 – August 25, 2017. Employee will be paid \$13.00 per hour. This is a temporary intern position funded through the Network Services budget.
- **EMILY HUDOCK**, Application Developer I, Technology Team, effective June 1, 2017. Base salary of \$60,000 for 12 months of service, prorated for a total of 22 days through June 30, 2017. This is a replacement position funded through the Application Development budget.
- **NOELLE MILLER**, Personal Care Assistant, CATES Program, effective May 1, 2017. Base salary of HS+30, Step 1, \$18,253, for 189 days of service will be prorated for a total of 22 days with additional new hire days as required. This is a new position funded through the CATES budget.

CHANGE OF  
STATUS

- **LYNETTE LEE**, Educational Paraprofessional, Early Intervention Program, change in leave of absence effective dates from June 26, 2017 – July 26, 2017 to June 26, 2017 - July 27, 2017.

LEAVES OF  
ABSENCE

- **KATIE BLACK**, Certified Occupational Therapy Assistant, OT/PT Program, leave of absence effective May 16, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from May 16, 2017 – the morning of June 2, 2017 for a total of 12.5 paid days and without pay the afternoon of June 2, 2017 for a total of .5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **SHANNON ELLISON**, Floater Teacher, Student Services Team, leave of absence May 15, 2017 – June 2, 2017. This will be unpaid leave for a total of 14 days and is requested in accordance with CAIU and FMLA policies.
- **BOBBI JO ELY**, Lead Accountant, Administrative Team, intermittent FMLA leave through April 25, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Personal Care Assistant, CATES Program, unpaid leave is requested for May 8, 2017 due to exceeding 10 days of leave without pay. This will be employee's 14<sup>th</sup> day without pay. Leave is requested in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **KRISTEN GROSS**, Program Assistant, CAOLA Program, leave of absence effective May 8, 2017 – August 9, 2017. Leave is requested using accumulated paid leave from May 8, 2017 – May 19, 2017 and June 19, 2017 – June 27, 2017 for a total of 17 paid days. Employee will be without pay from May 22, 2017 – June 16, 2017 and from June 28, 2017 – August 9, 2017 for a total of 24 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **CHERYL NOLL**, Educational Paraprofessional, Hospital Program, leave of absence effective May 8, 2017 – June 1, 2017. Leave is requested using accumulated paid leave for a total of 18 days and is in accordance with CAIU and FMLA policies.
- **THERESA SHROYER**, Social Worker, CATES Program, leave of absence effective May 11, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from May 11, 2017 – May 24, 2017 for a total of 10 paid days and without pay from May 25, 2017 – June 2, 2017 for a total of 6 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **PAMELA TOPPER**, Teacher, Early Intervention Program, leave of absence effective May 12, 2017 – July 27, 2017. Leave is requested using accumulated paid leave from May 12, 2017 – May 23, 2017 for a total of 8 paid days and without pay from May 24, 2017 – July 27, 2017 for a total of 26 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.**

**Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi,** “that the following personnel item be approved:

Resignation of  
Assistant Executive  
Director

Approval of resignation of Dr. Rhonda Brunner, Assistant Executive Director, effective August 18, 2017.”

**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 wished everyone a wonderful Memorial day weekend.

**President's Report**

Mrs. Jean Rice shared that she had the opportunity to attend a recent event at Hill Top Academy, the Deaf/Hard of Hearing Awards Ceremony, and the Project SEARCH graduation. These events showcased our IU student’s accomplishments. The CAIU staff beamed with pride when speaking about their achievements. She encouraged the Board members to attend these worthy events if their schedule permits.

**Departing Board  
Members**

At 9:04 a.m., Mr. Ford Thompson departed the meeting.

**Board Member  
Sharing of  
Information**

- Dr. Fred Baldwin, Carlisle Area School District, shared information about Fair Districting PA group. The group is focusing on the impact of gerrymandering. If interested in additional information, please contact Dr. Baldwin.
- Mr. Bruce Walter, Millersburg Area School District, shared that a terminally ill student asked the Make a Wish Foundation for a weight room at the high school and it will be granted.
- Mr. Jay Franklin, Derry Township School District, asked for input from the other board members if their districts substitute sports participation for a PE course.

**Information Items**

The May 10, 2017 Superintendent’s Advisory Council 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, June 22, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Jay Franklin moved, seconded by Dr. Elisabeth McLean,** “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