

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**June 22, 2017  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 22, 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.

### Reports & Updates

Monthly Board Spotlight Mark Hennes, Supervisor of Special Projects, presented an overview of the Elementary Blended Learning Planning Grants. Five elementary school teams have worked this past year to plan and to implement a blended/personalized learning environment within their buildings.

**Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.

**Executive Session** At 8:18 a.m., the Board entered into Executive Session to discuss personnel matters.

**REGULAR BOARD MEETING** At 9:02 a.m., the Board reconvened the Regular Board Meeting.

### Roll Call

**Members in attendance were:** Dr. Fred Baldwin, Mrs. Gwen Browning, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (9)

**Members not in attendance were:** Mr. David Barder, Mr. Terry Cameron, Mr. Ken Ewing, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Ms. Ausha Green, Dr. Layne Lebo, Dr. Elisabeth McLean, Mr. John Salov and Mr. Eric Samples (10)

**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:** Theresa Kinsinger, Len Kapp and Dr. Rhonda Brunner

**Mrs. Rennie Gibson, Board Secretary, announced that there is an absence of a quorum with only nine Board members in attendance.**

At 9:03 a.m. Mr. Bob Frankhouser, Solicitor, advised that, at this time, the Regular Public Action meeting has been cancelled and is now a Public Informational meeting. Under Article III, Section Seventeen, of the CAIU By-Laws, in the event that a regularly scheduled meeting of the Board is cancelled, the Executive Director is authorized to:

- (a) Proceed with payment of bills properly due under contracts or policies, or properly due by reason of other actions or transactions, approved by the Board;
- (b) Implement the personnel transactions listed on the agenda for the cancelled meeting, including employment, resignation, retirement and changes of status; and
- (c) Implement, after consultation with the President, any proposed action deemed to be essential to the on-going conduct of Intermediate Unit business.

Any action described above shall not be taken upon a request of any member of the Board received by the Secretary or any member of the Executive Cabinet by 3:00 p.m. on the next business day following the cancelled meeting. All actions implemented under this

provision shall be subject to ratification and approval by the Board at the July 27, 2017 Board of Directors Meeting.

**Recognition of the Public: Items Specific to the Agenda**

There was no public in attendance.

**Reports & Updates**

Announcement of CAIU Retirees

The CAIU Board of Directors announced the following CAIU Retirees:

- **Joy Murlatt**, Program Secretary, retirement after 33 years of service.
- **Marianne Smith**, Teacher, Vision Program, retirement after 35 years of service.
- **Cathy Tweet**, EPP/Communications Facilitator, retirement after 34 years of service.
- **Paulette Walker**, Teacher, MDS Program, retirement after 31 years of service.
- **Joanne Blessing**, Program Secretary, retirement after 27 years of service.

CAIU Team Reports

- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU recently held its first Career Open House. Several interested applicants were selected for interviews. The Human Resources team continues to work to fill vacant positions.
- Len Kapp, Supervisor of Operations and Transportation, shared facilities updates including an update on the delayed egress door project at Hill Top Academy.
- Dr. Rhonda Brunner, Assistant Executive Director, shared updates regarding eGrants, an opportunity for Consolidated Application consultation on July 5<sup>th</sup>, and the potential changes with Title II A funds used to provide professional development for nonpublic school staff. She also shared information about the CAIU Wellness initiatives. Next month, there will be three Student Services' policies for first reading as well as some policies from the Board section with very minimal changes.
- Daren Moran, Business Manager, shared that there are 23 original budgets for 2017-18 fiscal year on the board agenda for approval. He provided an update on the Partnership for Career Development loan agreement. He shared information about the 21<sup>st</sup> Annual Champions for Children Golf Tournament that will be held on July 25<sup>th</sup>, and he invited board members to participate on a team.
- Cindy Mortzfeldt, Executive Director, shared that the CAIU is hosting a PowerSchool Academy this week in partnership with Montgomery County IU and Carbon Lehigh IU. The Nonpublic Academy was held recently at CAIU with the workshops planned and led by curriculum and professional services staff. Plans are being made for our 3<sup>rd</sup> South Central PA Consortium for Excellence and Equity series. The Extended School Year will begin on July 5<sup>th</sup> and conclude with the annual Fishing Derby on July 27<sup>th</sup>.
- Rennie Gibson, Board Secretary, shared that board member photos will be taken following the August board meeting for those who have not had their photo taken. The Board election ballots are due on July 7<sup>th</sup>.

**Board Committee Report**

Election of CAIU Board Officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking any Board members that are interested in serving as President or Vice President. Mrs. Jean Rice announced that she is willing to serve another term as President.

Recognition of Departing Board Members

**The Board recognized the following departing Board Member:**  
**Mr. Terry Cameron**, Greenwood S.D.

**The following Action Items are subject to ratification at the July 27, 2017 CAIU Board of Director's meeting due to lack of quorum:**

**Approval of Minutes**

Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 25, 2017.

## Treasurer's Report

Treasurer's Report - May 2017	May 2017 Treasurer's Report - a total of \$10,954,432.58 in receipts and \$7,041,536.13 in expenditures
Payment of Bills - May 2017	May 2017 Payment of Bills.
Summary of Operations - May 2017	May 2017 Summary of Operations showing revenues of \$74,244,766.12 and expenses of \$70,380,279.33

## Budget Administration

Proposed 2017-18 Original Budgets	<p>The following Proposed 2017-18 Original Budgets:</p> <ul style="list-style-type: none"> <li>• Act 89 (Non-Public Schools) in the amount of \$5,080,306</li> <li>• Cafeteria Services in the amount of \$202,925</li> <li>• Capital Area Mental health Program (CAMhP) in the amount of \$671,075</li> <li>• Capital Area Online Learning Initiative (CAOLA) in the amount of \$5,487,476</li> <li>• Diakon Center Point Program in the amount of \$503,925</li> <li>• Driver Education in the amount of \$237,900</li> <li>• Education Leading to Employment and Career Training (ELECT) in the amount of \$346,331</li> <li>• English as a Second Language (ESL) in the amount of \$547,390</li> <li>• Entrepreneurial Transportation in the amount of \$103,175</li> <li>• Financial Software Application in the amount of \$238,702</li> <li>• Gifted Technical Assistance Services in the amount of \$140,000</li> <li>• Review of Higher Ed Teacher Programs in the amount of \$150,000</li> <li>• Hospital Education Program in the amount of \$388,425</li> <li>• IDEA Section 611 – School Age in the amount of \$18,142,929</li> <li>• Institutionalized Children's Program in the amount of \$611,900</li> <li>• Title I, Part D – Loysville Youth Development Center in the amount of \$300,308</li> <li>• Loysville Youth Development Center in the amount of \$2,564,406</li> <li>• Non-Public Auxiliary Title Programs in the amount of \$463,241</li> <li>• PA Assessment and Accountability in the amount of \$318,610</li> <li>• Professional Services in the amount of \$1,584,031</li> <li>• Student Services in the amount of \$19,797,400</li> <li>• Technology Entrepreneurial in the amount of \$3,763,327</li> <li>• Transportation in the amount of \$4,028,950</li> </ul>
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## Other Fiscal Matters

Special Education Service Contract Summary – 2017-18	2017-18 Special Education Service Contracts for the following: Central Dauphin SD, Chambersburg Area SD, Commonwealth Charter Academy, Juniata County SD, Lower Dauphin SD, Mechanicsburg Area SD, Middletown Area SD, Millersburg Area SD, Pennsylvania Cyber CS, South Middleton SD, Steelton-Highspire SD, Upper Dauphin Area SD, and West Shore SD
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## Other Business Item

2017-18 Proposed Board Meeting Dates	2017-18 Proposed Board Meeting Dates
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Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD)      Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD)

### **Policies & Programs**

Second Reading, New Policy #209.2 - Diabetes      Second Reading of New Policy #209.2 – Diabetes

Second Reading, Revised Policies      Second Reading of the following Revised Policies:

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

2017-19 Loysville Youth Development Center Proposed Education Program (PEP)      2017-19 Loysville Youth Development Center Proposed Education Program (PEP)

### **Job Descriptions**

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

- Application Support Specialist I
- Application Support Specialist II
- Application Support Specialist III
- Senior Application Support Specialist

First Reading, Existing Position, Revised Description - Food Services Manager      First Reading of the following, Existing Position, Revised Descriptions:

- Food Services Manager
- Assistant Principal

First Reading, Existing Position, New Description - Business Services Coordinator      First Reading, Existing Position, New Description - Business Services Coordinator

### **Personnel Items**

RESIGNATIONS

- **JULIE DALY**, Substitute Receptionist, Administrative Team, effective August 19, 2016. Reason: Personal.
- **JESSICA GUNTZ**, Teacher, Emotional Support Program, effective July 27, 2017. Reason: Personal.
- **TANYA HALLER**, Teacher, Student Services Team, effective June 2, 2017. Reason: Personal.
- **DEAN PORR**, Custodian, Administrative Team, effective June 30, 2017. Reason: Personal.
- **IMANI ROBERTS**, Personal Care Assistant, Emotional Support Program, effective June 2, 2017. Reason: Personal.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **SAMANTHA ALDERFER**, Teacher, Dual Diagnosis Program, effective July 17, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Dual Diagnosis budget.
- **TAYLOR ANDRESS**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **LYNN BARRICK**, part-time Secretary, Early Intervention Program, effective June 5, 2017. Employee will be paid at the Range 4 rate of \$19.00 per hour and will work 12 months. This is a replacement position funded through the MAWA budget.
- **BETHANY CHASTEEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **EVAN GABLER**, Speech and Language Clinician, Early Intervention Program, effective July 3, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KAITLYN GOOD**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **NANCY HINCHEY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SETH IMBODEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SHELBY JOSSELYN**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **MARJORIE LEAVER**, Educational Paraprofessional, Early Intervention Program, effective July 3, 2017. Base salary of HS+30, Step 8, \$24,250 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **KATELYN MAY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **MEREDITH SEIDEL**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **JOHN WILSHIRE**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

## CHANGE OF STATUS

- **KELLY GETHOUAS**, Food Services Manager, Student Services Team, from a 229 day employee working 7.5 hours per day, to a 215 day employee working 8 hours per day, effective July 1, 2017. This is due to a change in employee's job description.
- **DENNIS MORGAN**, from Technology Support Specialist to Network Administrator I, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$51,000 for 12 months of service. This is a new position funded through the Network Services budget.

## CHANGE OF SALARY

- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, change of salary for completion of Master's Degree effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters, Step 6, \$52,950, for 189 days of service.
- **RACHEL GONZALEZ-MONTIEL**, Assistant Principal, Student Services Team, change in salary due to an increase in number of days from 215 days to 260 days. Salary will be \$102,446 and based on 12 months of service.
- **CAITLIN HARMAN**, part-time Teacher, Extended School Year (ESY) Program, change of salary for completion of Master's Degree effective July 5, 2017. Salary will be based on a Masters, Step 1, \$48,404 for 189 days of service and will be prorated based on number days/hours worked.
- **MEGHAN HARVEY**, Educational Consultant, Early Intervention Program, change of salary for completion of Masters + 15 credits effective July 1, 2017. Salary will be based on a Masters + 15, Step 10, \$60,794, for 189 days of service.
- **JOANNE RUCHINSKI**, Service Coordinator, Early Intervention Program, change of salary for completion of Masters + 45 credits effective July 1, 2017. Salary will be based on a Masters + 45, Step 15, \$74,584, for 189 days of service.
- **ADAM SHICKLEY**, Teacher, Center Point Program, change of salary for completion of Masters +15 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters +15, Step 7, \$55,673, for 189 days of service.
- **LISA SLOVER**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 30 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters + 30, Step 10, \$62,221, for 189 days of service.

## LEAVES OF ABSENCE

- **SARAH BETACK**, Speech and Language Clinician, School-Age Program, child-rearing leave of absence August 16, 2017 – October 20, 2017. This will be unpaid leave and is requested in accordance with CAIU and the Collective Bargaining Agreement.
- **MELINDA BIGGS**, Educational Paraprofessional, Early Intervention Program, leave of absence effective May 16, 2017 – June 2, 2017. This will be unpaid leave for a total of 13 days and is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Personal Care Assistant, CATES Program, leave of absence effective 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.
- **TRACY GEIST**, Social Worker, Capital Area Mental-health Program, leave of absence effective May 19, 2017 – May 31, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective May 3, 2017 – June 15, 2017. Leave is requested using remaining FMLA days and accumulated paid leave from May 3, 2017 – May 18, 2017 for a total of 11 paid days. Extended sick leave from May 19, 2017 – June 15, 2017 is requested using accumulated leave time for a total of an additional 18 paid days.
- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, leave of absence effective June 26, 2017 – October 6, 2017. This will be unpaid leave for a total of 56 days and is requested in accordance with CAIU and FMLA policies.

**ISSUANCE OF  
TENURE**

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 22, 2017:

Ashley Beccone  
 Melissa Bialas  
 Carla Fontanella  
 Kelly Fortney  
 Lyndi Janny  
 Tara Jones  
 Stephanie Kleese  
 Kristin Leitzel  
 Amy Long  
 Jennifer McLaughlin  
 Megan Slautterback  
 Sarah Trovato  
 Megan Wallace  
 Laura Wanenchak

**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 thanked Mrs. Judy Crocenzi for attending the EI Carnival on June 6th.

**President's Report**

Mrs. Jean Rice thanked the Board Members for their attendance.

**Board Member  
Sharing of  
Information**

There were no Board Members sharing of information.

**Information Items**

The June 14, 2017 Superintendent's Advisory Council Meeting Minutes were available for the Board Members' 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, July 27, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

Mrs. Jean Rice adjourned the meeting at 9:27 a.m.

Rennie Gibson,  
 Board Secretary