

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

July 28, 2016

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 28, 2016, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:05 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 8:05 a.m. the Board entered into Executive Session to discuss an update on negotiations.
REGULAR BOARD MEETING	At 8:19 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	<p><u>Members in attendance were:</u> Dr. Fred Baldwin, Mr. David Barder (voted in during Regular meeting), Ms. Gwendolyn Browning (voted in during Regular meeting), Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. Wilbur Wolf (13)</p> <p><u>Members not in attendance were:</u> Mr. Terry Cameron, Mr. Clifton Edwards, Mr. Ken Ewing, Ms. Ausha Green, Mr. John Salov and Mr. J. Bruce Walter (6)</p> <p><u>Non-Voting Members in attendance were:</u> Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Theresa Kinsinger, Alicia McDonald, David Martin, Len Kapp and Dr. Rhonda Brunner</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Joe Gallucci and Meghan Harvey to the meeting.
Ratification/Approval of Action Items of the 6/23/16 Board Meeting	Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples , “that the following action items from the 6/23/16 CAIU Board of Director’s Meeting be ratified and approved:
Approval of Minutes	Minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of May 26, 2016.
Treasurer's Report	May 2016 Treasurer's Report – total of \$5,493,811.16 in receipts and \$5,979,103.89 in expenditures.
Payment of Bills	May 2016 Payment of Bills.
Summary of Operations	May 2016 Summary of Operations showing revenues of \$70,115,520.03 and expenses of \$63,495,059.99.

Budget Administration

Proposed 2015-16 Budget Revisions

Proposed 2015-16 Budget Revision A - PA Assessments and Accountability

Proposed 2015-2017 Original Budget - Statewide System of Support

Proposed 2015-2017 Original Budget - Statewide System of Support

Proposed 2016-2017 Original Budget

The following Proposed 2016-2017 Original Budgets:

- Act 89 (Non-Public Schools)
- Cafeteria
- Capital Area Online Learning Initiative
- Capital Area School for the Arts Charter School
- Diakon Center Point
- Driver Education
- Early Intervention ACCESS
- Early Intervention
- ELECT
- English as a Second Language
- Entrepreneurial Transportation
- Financial Software Application
- Hospital Education Program
- IDEA Section 611 - Early Intervention
- IDEA Section 611 - School Age
- IDEA Section 619 - Early Intervention
- Institutionalized Children's Program
- International Baccalaureate Project
- LLIU PaTTAN
- Loysville YDC
- Non-Public Auxiliary Title Program
- Professional Services
- Student Services
- Technology Entrepreneurial
- Transportation

Proposed 2016-18 Original Budget - Title II Part A - Improving Teacher Quality

Proposed 2016-18 Original Budget - Title II Part A - Improving Teacher Quality

Proposed 2016-21 Original Budget - Comprehensive Planning

Proposed 2016-21 Original Budget - Comprehensive Planning

Other Fiscal Matters

Audit Engagement Letter

Audit Engagement Letter

Hill Top Academy Parking & Driveway Project

Hill Top Academy Parking & Driveway Project

CAIU Culvert Sink Hole Project

CAIU Culvert Sink Hole Project

2016-17 Special Education Contracts 2016-17 Special Education Contracts: Camp Hill SD, Central Dauphin SD, Cornwall-Lebanon SD, East Pennsboro Area SD, Halifax Area SD, Infinity CS, Mechanicsburg Area SD, Middletown Area SD, Newport SD, Northern York County SD, Premier Arts and Science CS, South Middleton SD, West Perry SD, and West Shore SD

Policies

Second Reading, New Policies

Second Reading of the following **New** Policies:

- #609 - Investment of Funds
- #626 - Federal Fiscal Compliance
- #626.1 - Travel Reimbursement - Federal Programs
- #808 - Food Services
- #811 - Bonding
- #827 - Conflict of Interest

Second Reading, Revised Policies

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

- #614 - Payroll Authorization
- #619 - Intermediate Unit Audit
- #828 - Fraud

Proposed 2016-17 CAIU Board Meeting Dates

Proposed 2016-17 CAIU Board Meeting Dates

Job Descriptions

Second Reading, New Position, New Description - Assistant Principal

Second Reading, New Position, New Description - Assistant Principal

First Reading, Existing Position, Revised Description

First Reading of the following Existing Position, Revised Descriptions:

- Technology Support Specialist I
- Technology Support Supervisor

First Reading, Existing Position, New Description

First Reading of the following Existing Position, New Descriptions:

- Technology Support Specialist II
- Technology Support Specialist III

Personnel Items

RESIGNATIONS

- **MATTHEW CORDIER**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Personal
- **HEATHER DONOVAN**, Teacher, Early Intervention Program, effective July 28, 2016. Reason: Personal.
- **KENNETH GEIST**, Technology Support Coordinator, Technology Team, effective June 30, 2016. Reason: Personal
- **RUTA KRETULSKIE**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Retirement after 6 years of service.
- **KATHY MANCUSO**, Speech and Language Clinician, Early Intervention Program, effective July 28, 2016. Reason: Retirement after more than 19 years of service.
- **CYNTHIA SHIRAKI**, Supervisor, OT/PT Program, effective September 9, 2016. Reason: Retirement after more than 28 years of service.
- **AMANDA SHIRK**, Personal Care Assistant, Autism Support Program, effective June 9, 2016. Reason: Personal

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **AARON FILIP**, Intern, Technology Team, effective June 7 – August 12, 2016. Employee will be paid \$13.00 per hour. This is a temporary intern position funded through the Network Services budget.
- **VALERIE GREEN**, part-time Long Term Substitute Educational Paraprofessional, Early Intervention Program, effective June 28, 2016 – December 16, 2016. Employee will be paid at the rate of \$11.74 per hour, based on HS, Step 1, \$16,642 for 189 days of service. This is a replacement position funded through the MAWA budget.
- **ANTHONY LUBIC**, Application Developer II, Technology Team, effective July 1, 2016. Base salary of \$68,439 for 12 months of service. This is a replacement position funded through the Application Development budget.

CHANGE OF STATUS

- **DANIELLE APPEL**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective at the start of the 2016-2017 school year.
- **AMY COOK**, Occupational Therapist, OT/PT Program, increase in number of days worked from 107 days to 110 days.
- **PAMELA GELBAUGH**, Personal Care Assistant, Autism Support Program, change in leave of absence return to work date from June 8, 2016 to June 3, 2016.
- **LINDSEY WATERS**, from Long Term Substitute Guidance Counselor to permanent, full-time Guidance Counselor, ANPS Program, effective at the start of the 2016-2017 school year.

CHANGES OF SALARY

- **ADAM SHICKLEY**, Teacher, Autism Support Program, change of salary for completion of Master's Degree effective May 16, 2016. Salary will be based on a Masters, Step 5, \$50,289, for 189 days of service and will be prorated for a total of 11 days.
- **MICHELLE SHOLDER**, Teacher, Multiple Disabilities Program, change of salary for completion of Masters + 60 credits effective June 1, 2016. Salary will be based on a Masters + 60, Step 11, \$65,697 for 189 days of service and will be prorated for a total of 2 days.

LEAVES OF ABSENCE

- **KRISTA CARR**, Teacher, Early Intervention Program, leave of absence June 27, 2016 – September 19, 2016. Leave is requested using accumulated paid leave for a total of 38 days and is accordance with CAIU and FMLA policies.
- **KIMBERLY KELLEY**, Educational Paraprofessional, Autism Support Program, leave of absence May 16, 2016 – May 20, 2016. This will be unpaid leave for a total of 5 days and is requested in accordance with CAIU and FMLA policies.
- **STEPHANIE KLEESE**, Speech and Language Clinician, Early Intervention Program, leave of absence July 5, 2016 – August 26, 2016. Leave is requested using accumulated paid leave for a total of 20 days and is accordance with CAIU and FMLA policies.
- **TAMMY TRUE**, Program Secretary, Student Services Team, leave of absence July 5, 2016 – September 30, 2016. Leave is requested using accumulated paid leave from July 5, 2016 – July 28, 2016 for a total of 15 paid days and without pay from August 1, 2016 – September 30, 2016 for a total of 43 unpaid days. Leave 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 23, 2016:

- Sarah Altman-Kopko
- Sarah Bahn
- Kimarie Brown

- John Edler
- Bonnie Heisler
- Stephanie Kramer
- Erin Lavia
- Michele Painter
- Lisa Slover
- Alicia Shaffer
- Alexis Snyder
- Shannon Snyder
- Chanda Telleen
- Nicole Wertz
- Zachary Weyhenmeyer.”

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

Re-Organization

Election of New Board Members

Mr. Jay Franklin moved, seconded by Mr. Wilbur Wolf, “that the following CAIU Board Members be elected:

Election of the following CAIU Board Members for a new three-year term from July 1, 2016 - June 30, 2019:

- Ms. Gwendolyn Browning, Camp Hill School District
- Mr. Robert Copeland, East Pennsboro Area School District
- Ms. Ausha Green, Harrisburg School District
- Mr. Clifton Edwards, Susquehanna Township School District
- Mr. David Barder, Upper Dauphin Area School District
- Mrs. Judy Crocenzi, West Shore School District

Election of the following CAIU Board Members TO FILL AN UNEXPIRED TERM:

- **Mr. Jay Franklin**, Derry Township School District, beginning December 17, 2015 and ending June 30, 2018
- **Mr. Robert Copeland**, East Pennsboro Area School District, beginning January 28, 2016 and ending June 30, 2016
- **Mr. Eric Samples**, Lower Dauphin School District, beginning December 17, 2015 and ending June 30, 2017
- **Mrs. Judy Crocenzi**, West Shore School District, beginning June 25, 2015 and ending June 30, 2016
- **Mr. Kenneth Ewing**, Newport School District, beginning September 24, 2015 and ending June 30, 2018
- **Mr. Ford Thompson**, Central Dauphin School District, beginning November 1, 2015 and ending June 30, 2018.”

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

Nominating Committee Report

Mrs. Jean Rice called for the Nominating Committee to give their report.

- Nomination of Officers Mrs. Barb Geistwhite, Nominating Committee chair, presented the following slate of officers for election to serve a one year term of July 1, 2016 – June 30, 2017:
- President - Mrs. Jean Rice
 - Vice-President - Mrs. Judith Quigley
 - Treasurer - Mr. Daren Moran
 - Secretary - Mrs. Rennie Gibson
- Mrs. Geistwhite asked if there were any further nominations from the floor.
- Closing of Nominations Hearing no further nominations from the floor, Mrs. Jean Rice asked for a motion to close the nominations.
- Mr. Wilbur Wolf moved, second by Dr. Fred Baldwin, “that the nominations be closed.”**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- 2016-17 Election of Officers **Mr. Eric Samples moved, seconded by Mr. Jay Franklin, “that the following slate of officers be elected to a one year term of July 1, 2016 – June 30, 2017:**
- Mrs. Jean Rice is elected as President
 - Mrs. Judith Quigley is elected as Vice-President
 - Mr. Daren Moran is elected as Treasurer
 - Mrs. Rennie Gibson is elected as Secretary.”
- Motion passed with a roll call vote:** Dr. Fred Baldwin, yes; Mr. David Barder, yes; Ms. Gwendolyn Browning, yes; Mr. Robert Copeland, yes; Mrs. Judy Crocenzi, yes; Mr. Jay Franklin, yes; Mrs. Barbara Geistwhite, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Mr. Wilbur Wolf, yes.
- PSBA Voting Delegate
Legislative Policy Council **Mr. Jay Franklin moved, seconded by Dr. Fred Baldwin, “that Mr. Eric Samples is appointed as the CAIU voting delegate for the PSBA Legislative Policy Council Meeting to be held on Saturday, October 15, 2016.”**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- Newspaper of General
Circulation **Mrs. Barbara Geistwhite moved, seconded by Mr. Wilbur Wolf, “that the Patriot-News is designated as the Newspaper of General Circulation.”**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- Appointment of Committee
Chairs/Members The 2016-17 Board Committees were available for the Board Members’ review. Please contact Mrs. Jean Rice if you have any concerns or interest in serving on a particular committee.
- Appointment of Barley
Snyder as CAIU Solicitor
and General Legal Counsel **Mr. Jay Franklin moved, seconded by Dr. Elisabeth McLean, “that Barley Snyder be appointed as the CAIU Solicitor and General Legal Counsel.”**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Reports & Updates

Program Spotlight - AgendaManager

Mr. David Martin, Director of Technology Services, and Mr. Joe Gallucci, Technology Applications Supervisor, highlighted AgendaManager and demonstrated the improved functionality for this paperless meeting solution.

Announcement of CAIU Retirees

The Board announced the following retirees:

- **Kathy Mancuso**, Speech/Language Clinician, Early Intervention Program, retirement after 19 years of service
- **Jacqueline Fischer**, Educational Consultant, retirement after 9 years of service

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that her team is working diligently to fill vacant positions. A new intensive emotional support program, Capital Area Mental Health Program (CAMhP), has been created and will be located at Diakon. The program will employ a full-time social worker and full-time teacher in each classroom. Our preschool classes and extended school year (ESY) classes are ending this week. The ESY Fishing Derby was held yesterday sponsored by the Yellow Breeches Anglers Association.
- Theresa Kinsinger, Director of Organizational Services, shared that there are still vacant positions to be filled. She continues to work with Source for Teachers to enhance our substitute fill rate as last year's rate was less than 50%.
- Daren Moran, Business Manager, shared that the Uniform Grants Guidance Conflict of Interest forms need completed as part of our policy. The 20th Annual Champions for Children Golf Tournament was held this week, during which they recognized Capital Business Systems for their ongoing support.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she is working with Susquehanna Township School District Middle and High Schools through the PDE School Climate initiative. The CAIU is planning to utilize NaviGate Prepared as a school safety platform for sharing of information. Districts are in the process of signing agreements with CAIU to provide reading services to non-public school students.
- Cindy Mortzfeldt, Executive Director, shared that she attended the annual Fishing Derby yesterday and shared photos of the event. The preschool class at Carroll Elementary held their preschool graduation this week. The United Way of the Capital Region's Task Force for Education is looking to do community impact work through the CAIU and school districts to assist students as they transition from early childcare to K-12 environments. She welcomed our two new board members, Mr. David Barder from Upper Dauphin Area SD and Ms. Gwen Browning from Camp Hill SD. Many of our districts are part of the IU's Title III consortium, and all of our Title III districts met their Annual Measurable Achievement Objectives (AMAOs) for 2013-2014.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of June 23, 2016 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

Treasurer's Report

Mr. Jay Franklin moved, seconded by Dr. Elisabeth McLean, "that the following fiscal items be approved:

Treasurer's Report	June 2016 Treasurer's Report – total of \$8,980,162.20 in receipts and \$11,154,358.28 in expenditures
Payment of Bills	June 2016 Payment of Bills
Summary of Operations	June 2016 Summary of Operations showing revenues of \$76,531,689.28 and expenses of \$75,603,272.43.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	There were no Budget Administration Items.
Other Fiscal Matters	Mr. Wilbur Wolf moved, seconded by Ms. Gwen Browning, “that the following other fiscal matters be approved:
2016-17 Special Education Contracts	2016-17 Special Education Contracts for the following: Capital Area School for the Arts CS, Dauphin County Technical School, Greenwood SD, Millersburg Area SD, Shippensburg Area SD, Steelton-Highspire SD, Sylvan Heights Science CS, Upper Dauphin Area SD.”
	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 Mrs. Barb Geistwhite, “that the following Other Business Item be approved:
2016-17 Capital Region Partnership for Career Development Board of Directors	2016-17 Capital Region Partnership for Career Development Board of Directors.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies	Dr. Fred Baldwin moved, seconded by Mr. Jay Franklin, “that the following Policies be approved:
First Reading, New Policies	The following New Policies were available for First Reading: <ul style="list-style-type: none"> • #224 - Care of IU Property • #238 - Releasing Students to Agencies • #804 - School Day • #810 – Transportation”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	Mrs. Judy Quigley moved, seconded by Ms. Gwen Browning, “that the following Job Descriptions be approved:
Second Reading, Existing Position, Revised Description	Second Reading and final approval of the following Existing Positions, Revised Descriptions: <ul style="list-style-type: none"> • Technology Support Specialist I • Technology Support Supervisor
Second Reading, Existing Position, New Descriptions	Second Reading and final approval of the following Existing Positions, New Descriptions:

- Technology Support Specialist II
- Technology Support Specialist III.”

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. Wilbur Wolf moved, seconded by Mr. Jay Franklin, “that the following personnel items be approved:

RESIGNATIONS

- **LISA AMMON**, Psychologist, Pupil Services Program, effective June 3, 2016. Reason: Accepted a position with Lincoln Intermediate Unit.
- **LAURA BLANCHFIELD**, Inclusion Consultant, Early Intervention Program, effective August 26, 2016. Reason: Accepted a position outside of the CAIU.
- **NATAUSHA BULGRIEN**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Accepted a position with Lower Dauphin School District.
- **JACQUELINE FISCHER**, Educational Consultant, Autism Support Program, effective June 2, 2016. Reason: Retirement after 9 years of service.
- **KIMBERLY HARFORD**, Floater Educational Paraprofessional, Student Services Team, effective June 3, 2016. Reason: To pursue her Master’s Degree in Social Work.
- **LISA HARTWELL**, Personal Care Assistant, Autism Support Program, effective June 3, 2016. Reason: To complete an internship for graduate courses.
- **KAITLIN JAMESON**, Psychologist, Pupil Services Program, effective June 30, 2016. Reason: Personal.
- **TANA KORDAS**, Speech and Language Clinician, Early Intervention Program, effective July 28, 2016. Reason: Moving out of state.
- **ERIN LAVIA**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal.
- **MARY RANNEY**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal.
- **ANDREW RICHMOND**, Educational Paraprofessional, CATES Program, effective June 3, 2016. Reason: Personal.
- **KRISTI SHIREMAN**, Supervisor, Early Intervention Speech and Language Program, effective October 21, 2016. Reason: Retirement after 18 years of continuous service.
- **KATHY SMITH**, Secretary, Student Services Team, effective August 5, 2016. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **KERRY FITCH**, Teacher, Autism Support Program, effective for the 2016/2017 school year. Base salary of Bachelors, Step 15, \$66,097 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **KATHERINE GOTTLIEB**, Program Supervisor, Student Services Team, effective September 20, 2016. Salary will be based on Act 93, Range 3, \$112,363 for 12 months of service, prorated for a total of 204 days through June 30, 2017. This is a replacement position funded through the Core and Early Intervention budget.
- **RACHEL GONZALEZ-MONTIEL**, Assistant Principal, Student Services Team, effective July 14, 2016. Salary will be based on Act 93, Range 4, \$82,649 for 215 days of service. This is a new position funded through the Classroom budget.
- **SCOTT KENNEDY**, Technology Support Specialist, Technology Team, effective July 19, 2016. Base salary of \$35,000 for 12 months of service, prorated for a total of 249 days through June 30, 2017. This is a replacement position funded through the IMS budget.

- **ANGELA PRESTON**, Teacher, Emotional Support Program, effective for the 2016/2017 school year. Base salary of Masters, Step 1, \$46,350 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **LEIGH SHANNON**, Remedial Specialist, ANPS Program, effective for the 2016/2017 school year. Base salary of Masters, Step 5, \$50,289 for 189 days of service with additional new hire days as required. This is a new position funded through the ANPS/Act 89 budget.
- **NATALIE STUTZMAN**, Guidance Counselor, ANPS Program, effective for the 2016/2017 school year. Base salary of Masters, Step 12, \$62,237 for 189 days of service with additional new hire days as required. This is a new position funded through the ANPS/Act 89 budget.

CHANGE OF STATUS

- **SARAH ALTMAN-KOPKO**, part-time Speech and Language Clinician, Early Intervention Program, reduction in number of days worked from 122 days to 93 days, effective for the 2016/2017 school year.
- **MARI BENDER**, from Long Term Substitute Teacher to permanent, full-time Teacher, ESL Program, effective at the start of the 2016/2017 school year.
- **AMY COOK**, part-time Occupational Therapist, OT/PT Program, reduction in number of days worked from 110 days to 100 days, effective for the 2016/2017 school year.
- **RACHEL DIEM**, from part-time to full-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year.
- **HEATHER DONOVAN**, Teacher, Early Intervention Program, rescinding resignation, effective July 10, 2016.
- **DINA DUFFY**, part-time Speech and Language Clinician, Early Intervention Program, increase in number of days worked from 105 days to 121 days, effective for the 2016/2017 school year.
- **HEIDI HAAS**, from part-time to full-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year.
- **TARA KEINER**, part-time Speech and Language Clinician, Early Intervention Program, reduction in number of days worked from 118 days to 106 days, effective for the 2016/2017 school year.
- **MARITA LAUTSCH**, Secretary, Early Intervention Program, change in leave of absence return to work date from July 14, 2016 to July 25, 2016.
- **MARIA LAZZAREVICH**, part-time Speech and Language Clinician, Early Intervention Program, increase in number of days worked from 40 days to 48 days, effective for the 2016/2017 school year.
- **AMY LONG**, from full-time to part-time Speech and Language Clinician, Early Intervention Program, effective for the 2016/2017 school year. Salary will be prorated for a total of 121 days.
- **ERICA OVERBAUGH**, from part-time Educational Paraprofessional to full-time Teacher, Early Intervention Program, effective August 22, 2016. Change of status results in a change of salary to Masters, Step 1, \$46,350 for 189 days of service prorated for 174 days. This is a replacement position funded through the MAWA budget.
- **DEBORAH ROSE**, from Long Term Substitute Psychologist to permanent, full-time Psychologist, Pupil Services Program, effective for the 2016/2017 school year.
- **TAMARA SCHULZ**, from Long Term Substitute COTA (Certified Occupational Therapist Assistant) to permanent, part-time COTA, OT/PT Program, effective at the start of the 2016/2017 school year.

- **LYNN SHAFER**, part-time Occupational Therapist, OT/PT Program, reduction in number of days worked from 85 days to 72 days, effective for the 2016/2017 school year.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, change in end date of sabbatical leave from June 9, 2016 to January 31, 2017. This is a continuation of sabbatical leave for restoration of health as provided for under the PA School Code.

CHANGES OF SALARY

- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, change of salary for completion of Masters +15 credits effective July 1, 2016. Salary will be based on a Masters +15, Step 4, \$50,386, for 189 days of service.

LEAVES OF ABSENCE

- **ALISHA FOSTER**, Speech and Language Clinician, School-Age Speech Program, leave of absence August 1, 2016 – September 30, 2016. Leave is requested using accumulated paid leave from August 1, 2016 – August 31, 2016 for a total of 11 paid days and without pay from September 1, 2016 – September 30, 2016 for a total of 19 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLY HERMAN**, Educational Paraprofessional, Autism Support Program, leave of absence November 9, 2016 – February 14, 2016. Leave is requested using accumulated paid leave from November 9, 2016 – November 30, 2016 for a total of 13 paid days and without pay from December 1, 2016 – February 14, 2017 for a total of 47 unpaid days. Employee will then take child-rearing leave of absence beginning February 15, 2017 until the return from winter break, January 2018. Leave is requested in accordance with CAIU and FMLA policies.
- **JESSICA SHAKELY**, Speech and Language Clinician, School-Age Speech and Language Program, leave of absence August 1, 2016 – September 30, 2016. Leave is requested in accordance with CAIU and FMLA policies.
- **JOYCE SHELLEM**, Teacher, Early Intervention Program, intermittent FMLA leave through July 13, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, leave of absence July 20, 2016 – October 31, 2016. Leave is requested using accumulated paid leave from July 20, 2016 – July 28, 2016 for a total of 6 paid days and without pay from August 22, 2016 – October 31, 2016 for a total of 47 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. She also reported that the Hill Top driveway project is on schedule and the Enola culvert project will begin once permits are obtained.

President's Report

Mrs. Jean Rice thanked the board for their attendance.

Board Member Sharing of Information

Mrs. Judy Crocenzi, West Shore SD, shared that Cheryl Giles-Rudawski, CAIU Curriculum Specialist and Supervisor, presented on the topic of Professional Learning Communities at West Shore's Administrator Academy this week. The presentation was well received by their administrators.

Information Items

There were no other Information Items.

**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, August 25, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Jay Franklin moved, seconded by Mrs. Barb Geistwhite, “that the meeting is adjourned.”

Adjournment

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

At 9:45 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary