

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

### September 22, 2016 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 22, 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.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Ms. Gwendolyn Browning (arrived after roll call), Mr. Robert Copeland (arrived after roll call), Mrs. Judy Crocenzi, Mr. Ken Ewing, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (10)  
**Members not in attendance were:** Dr. Fred Baldwin, Mr. David Barder, Mr. Terry Cameron, Mr. Clifton Edwards, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Ms. Ausha Green, Mrs. Judith Quigley and Mr. John Salov (9)  
**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, Alicia McDonald, Brian Griffith, Len Kapp, Dr. Rhonda Brunner and Cheryl Giles.
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Cheryl Giles-Rudawski to the meeting.
- Arriving Board Members** Mr. Robert Copeland arrived at the Board meeting after roll call at approximately 8:08 a.m. At approximately 8:12 a.m. Ms. Gwen Browning also arrived at the meeting.
- Reports & Updates**
- September Board Spotlight English as a Second Language & Title III Mr. Brian Griffith introduced Cheryl Giles-Rudawski, CAIU Supervisor, who provided an overview of the English as a Second Language (ESL) and Title III programs.
- Announcement of CAIU Retirees The Board announced the retirement of ***Cynthia Shiraki***, Program Supervisor of preschool and school-age Occupational Therapists and Physical Therapists, retirement after 28 years of service.
- CAIU Team Reports
- Alicia McDonald, Director of Student Services, shared that September is reconciliation time for districts' special education contracts. Hill Top Academy has a team in place to assist with intakes and class placements. The preschool program received an \$18,000 grant from Office of Child Development and Early Learning (OCDEL) in partnership with Follow Me Daycare.
  - Theresa Kinsinger, Director of Organizational Services, shared that the recently negotiated contract has been implemented. Information sessions related to

implementation of Health Savings Accounts (HSAs) are being planned. An area of focus for districts is about website accessibility per ADA including options for online applications. The IU is staying abreast of the change in Fair Labor Standards Act and the impact on exempt employees. There is information on the CAIU website about a Guest Teacher training planned for October 27<sup>th</sup> and 28<sup>th</sup> at CAIU.

- Len Kapp, Supervisor, Operations and Transportation, shared an update on the culvert project. The Hill Top Academy (HTA) parking lot project is nearing completion. In 2015-16, nearly two million miles were provided by the CAIU in transportation for our districts. We currently have over 100 vehicles in service for this school year. The Drivers' Education program is in high demand with approximately 200 students in the queue.
- Brian Griffith, Director of Curriculum Services, introduced Cheryl Rudawski, who provided an overview of Title III and English as a Second Language (ESL) services provided by the CAIU. Student teachers attended their final day of High Impact Strategies training today at the CAIU.
- Daren Moran, Business Manager, shared that the local auditors are at the CAIU. The Board Finance Committee will be contacted in the near future to schedule meetings in preparation for the 2017-2018 budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the *Every Student Succeeds Act* (ESSA) workgroups have the final presentation of recommendations to the Pennsylvania Department of Education (PDE) on October 18<sup>th</sup> at the Forum. On that same day, the Pennsylvania Association of Intermediate Units (PAIU) will hold their fall Day on the Hill event at the Capitol. On October 19<sup>th</sup> the PAIU Aspiring Leaders group, comprised of promising educators within Intermediate Units from across the state, will hold their first virtual meeting of the school year.
- Cindy Mortzfeldt, Executive Director, shared that there was a My Bike presentation on August 29<sup>th</sup>. The 2016-2017 South Central PA Consortium for Excellence and Equity is planned for another year of professional development sessions. Hill Top Academy is once again providing Power Packs to families through New Hope Ministries. She also recognized Linda Wheeler, a CAIU employee who recently passed away, for her service to the IU and shared details about a book drive which is planned in her memory. Linda worked as a Reading Specialist in the Nonpublic School Services program since 2003 and was an active member of the local Capital Reading Council.

#### Approval of Minutes

**Mrs. Gwen Browning moved, seconded by Mr. Wilbur Wolf**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of August 25, 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

There were no Board Committee Reports.

#### Treasurer's Report

**Mr. Ford Thompson moved, seconded by Mr. Wilbur Wolf**, "that the following fiscal items be approved:

#### Treasurer's Report

August 2016 Treasurer's Report – a total of \$11,537,619.86 in receipts and \$4,342,548.59 in expenditures for August 2016.

#### Payment of Bills

August 2016 Payment of Bills.

Summary of Operations – June 2016	June 2016 Summary of Operations (as of September 9, 2016) showing revenues of \$86,574,934.02 and expenses of \$85,603,864.63.
Summary of Operations – August 2016	August 2016 Summary of Operations showing revenues of \$10,582,906.07 and expenses of \$6,675,253.07.”
	<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. Ken Ewing moved, seconded by Mrs. Gwen Browning,</b> “that the following Budget Administration item be approved:
Proposed 2016-2017 Original Budget, Title ID - Loysville	Proposed 2016-2017 Original Budget, Title ID – Loysville.”
	<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>Other Fiscal Matters</b>	<b>Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples,</b> “that the following other fiscal matters be approved:
2016-17 Special Education Contract	2016-17 Special Education Contract for Harrisburg SD.”
	<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>Other Business Item</b>	<b>Mr. Ken Ewing moved, seconded by Mrs. Judy Crocenzi,</b> “that the following Other Business Item be approved:
PSBA 2017 Election - Slate of Candidates	The nomination of the following Slate of Candidates for the PSBA 2017 Election: <b>President-Elect:</b> Michael Faccinetto <b>Vice President:</b> David Hutchinson
	<b>PSBA Insurance Trust Trustees:</b> William S. LaCoff (term ends Dec. 31, 2018) Kathy K. Swope (term ends Dec. 31, 2019) Mark B. Miller (term ends Dec. 31, 2019) Marianne L. Neel (term ends Dec. 31, 2017) Michael Faccinetto (term ends Dec. 31, 2017).”
	<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>Policies</b>	<b>Mr. Eric Samples moved, seconded by Mr. Ken Ewing,</b> “that the following Policies be approved:
Second Reading, New Policy	Second Reading and approval of Revised Policy #004 – Membership.
First Reading, New Policies	First Reading of the following New Policies: <ul style="list-style-type: none"> <li>• #331.1 - Use of Personal Vehicles</li> <li>• #707 - Use of Intermediate Unit Facilities</li> <li>• #702 - Gifts, Grants, Donations.”</li> </ul>

**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 Ms. Gwen Browning,** “that the following Job Descriptions be approved:

Second Reading,  
Existing Position,  
Revised Descriptions

Second Reading and approval of the following Existing Positions, Revised Descriptions:

- Data Specialist
- Online Learning Support Administrator

First Reading, Existing  
Position, Revised  
Description - Business  
Support Specialist

First Reading, Existing Position, Revised Description - Business 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. Ken Ewing moved, seconded by Mr. Wilbur Wolf,** “that the following personnel items be approved:

#### RESIGNATIONS

- **ANN BAILETS**, Program Supervisor, School-Age Speech and Language Program, effective November 11, 2016. Reason: Retirement after more than 36 years of continuous service.
- **STACEY CHYR**, Teacher, Early Intervention Program, effective September 2, 2016. Reason: Accepted a position with Central Dauphin School District.
- **LAURA ASHLEY HEINEMAN**, Business Support Specialist, Administrative Team, effective September 16, 2016. Reason: Personal.
- **ADAM KILLIAN**, Senior Network Administrator, Technology Team, effective October 27, 2016. Reason: Personal.
- **CASSANDRA MIZAK**, Educational Paraprofessional, Autism Support Program, effective September 12, 2016. Reason: Personal.
- **ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, effective September 23, 2016. Reason: Accepted a position outside of the CAIU.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective September 16, 2016. Reason: Employee is moving out of state.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, effective August 30, 2016. Reason: Employee passed away while on sabbatical after 13 years of CAIU service.

#### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LAURA CARRELL**, Personal Care Assistant, Autism Support Program, effective September 19, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHELLE CLARK**, School Psychologist, Pupil Services Program, effective September 7, 2016. Base salary of Masters + 30, Step 3, \$51,400 for 189 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **JOCELYN CONFER**, Personal Care Assistant, Emotional Support Program, effective September 19, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **KIERSTEN DIMINICK**, Educational Paraprofessional, Early Intervention Program, effective September 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 160 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **ALISON SCHWARTZ**, Teacher, Early Intervention Program, effective September 6, 2016. Base salary of Bachelors, Step 7, \$50,655 for 189 days of service will be prorated for a total of 164 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective September 19, 2016. Base salary of Masters, Step 2, \$47,774 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **BENNETT SMITH**, Personal Care Assistant, Autism Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 178 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **RONALD TROXELL**, Personal Care Assistant, Emotional Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **SPENCER TURNER**, Teacher, Loysville Youth Development Center, effective August 31, 2016. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for a total of 183 days with additional new hire days as required. This is a new position funded through the Loysville Youth Development Center budget.
- **AUDREY WRONSKI**, part-time Educational Paraprofessional, Early Intervention Program, effective August 29, 2016. Employee will be paid at a rate of \$12.88 per hour, based on HS + 30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

#### CHANGE OF STATUS

- **SARAH BETACK**, Speech and Language Clinician, School-Age Speech Program, increase in number of work days from 113 days to 121 days.
- **JENNIFER LYDEN**, from Speech and Language Clinician to Program Supervisor, Early Intervention Speech and Language Program, effective September 15, 2016. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, Low \$107,956 for 12 months of service. This will be prorated for 205 days through June 30, 2017. This position is funded through the MAWA budget.
- **COLETTE MEDLIN**, Speech and Language Clinician, Early Intervention, decrease in number of work days from 189 days to 174 days.
- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, change in leave of absence return to work date from October 31, 2016 to September 13, 2016.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, rescinding resignation, effective September 16, 2016.

#### CHANGES OF SALARY

- **STACEY CHYR**, Inclusion Consultant, Early Intervention Program, change of salary due to completion of Masters + 15 credits effective July 25, 2016. Salary will be based on a Masters + 15, Step 13, \$66,385 for 189 days of service and will be prorated for 25 days due to employee's resignation, which was effective September 2, 2016.
- **BRYAN GUERRISI**, Online Learning Support Administrator, CAOLA Program, change of salary due to change in job description and increase in duties related to the growth of the CAOLA Program, effective August 22, 2016. Base salary of \$47,500 for 12 months of service will be prorated for a total of 224 days through June 30, 2017. This position is funded through the CAOLA budget.

- **STEPHANIE JOHNSON**, Teacher, Hospital Program, change of salary for completion of Master's Degree effective for the 2016-2017 school year. Salary will be based on a Masters, Step 6, \$52,239 for 189 days of service.
- **SARAH KELLY**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 9, \$58,244 for 189 days of service.
- **TANYA MORRET**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 15, \$71,028 for 189 days of service.
- **ANNETTE WILSON**, Guidance Counselor, ANPS Program, change of salary for completion of Masters + 30 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 30, Step 12, \$65,580 for 189 days of service.

**LEAVES OF ABSENCE**

- **KARL MOHLER**, Maintenance Technician, Administrative Team, leave of absence August 29, 2016 – September 12, 2016. Leave is requested using accumulated paid leave for a total of 10 days and is 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.

**President's Report**

Mrs. Jean Rice thanked the board for their attendance.

**Board Member Sharing of Information**

None.

**Information Items**

The 9/14/2016 Superintendents Advisory Council (SAC) 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 October 27, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

**Mr. Ken Ewing moved, seconded by Mr. Eric Samples, “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 9:01 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary