

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**November 16, 2017**

**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 16, 2017, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	At 8:00 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
<b>Executive Session</b>	At 8:01 a.m., the Board entered into Executive Session to discuss Personnel Matters.
<b>REGULAR BOARD MEETING</b>	At 8:19 a.m., the Board reconvened the Regular Board Meeting.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> Ms. Gwen Browning, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mr. Wilbur Wolf (12)</p> <p><b><u>Members not in attendance were:</u></b> Dr. Fred Baldwin, Mr. David Barder, Mr. Ken Ewing, Ms. Ausha Green, Dr. Layne Lebo, Mr. John Salov, and Mr. J. Bruce Walter (7)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Alicia McDonald, Theresa Kinsinger, Dave Martin, Rick Bradley, Mechanicsburg School Board Representative, and Melanie Gurgiolo, Camp Hill School Board Representative</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	Mrs. Jean Rice welcomed Kathy Gottlieb, Tracey Knauss, Emily Robenolt, and Barb Kline to the meeting.
<b>Reports &amp; Updates</b>	
Board Spotlight - OT/PT: Preschool and School-Age	Kathy Gottlieb, Program Supervisor, Tracey Knauss, OT, Emily Robenolt, PT, and Barb Kline, OT, provided an overview of the CAIU's Occupational Therapy and Physical Therapy Program. The CAIU therapists have provided services to over 1,200 preschool and school-age children this year. In addition to providing direct services for children, our therapists also provide training and support field experiences for students attending local colleges.
2016-2017 Local Audit Presentation	John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2016-17 CAIU Annual Audit Report.
Announcement of CAIU Retirees	The CAIU Board of Directors announced and recognized the following CAIU Retiree: Marjory Dombach, Teacher, Autism Support Program, previously was an Educational Consultant in MDS Program, retirement after 16 years of service.

Board Member Recognition	<p>The Board recognized and thanked the following departing Board Members for their dedicated service and commitment:</p> <p>Ms. Gwen Browning, Camp Hill S.D.  Mr. Ken Ewing, Newport S.D.  Mr. Jay Franklin, Derry Township S.D.  Ms. Ausha Green, Harrisburg S.D.  Mr. John Salov, Steelton-Highspire S.D.</p>
CAIU Team Reports	<ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, shared information about the recent “My Bike” event. At this event, nine adaptive bikes, one stroller, and two communication devices were given to children through Variety, the Children’s Charity. Mr. LaVallee, CEO of Variety, shared that they have many more devices and equipment to give to children with disabilities and has asked us to get the word out. There is an application on the CAIU website for families to complete. Our Preschool Program hosted a Social Emotional Literacy Night. About 50 participants attended and engaged in hands-on activities at the Literacy Tables and there was a Scholastic Book Fair set up for parents to purchase books. The CAIU Student Services Team sponsored attendance for eleven administrators from eight school districts at the recent PAIU Student Services Conference held in Pittsburgh.</li> <li>• Theresa Kinsinger, Director of Organizational Services, shared that we are just finishing Open Enrollment period. This year we used a video to share information about open enrollment. She recently attended the PAIU HR/Business Directors Conference. At the PDE presentation, they had shared that there is a shortage of about 300 special education teachers in Pennsylvania. PDE has begun discussions about changing certification grade level areas back to the K-12 certification.</li> <li>• David Martin, Director of Technology Services, indicated that at recent TAC meetings, there have been opportunities for discussions through the Collaborative Spaces. Recently, discussions took place as a follow up to the JAMF training in October. Many of our districts subscribe to the Microsoft Enrollment for Education Solutions and are taking advantage of the Office 365 option. Further training will take place at the December TAC meeting. He also shared information about district’s use of Student Technicians. This learning experience provides real life experiences in the technology field. Discussions continue about Cyber Security and the increase of potential cyber threats.</li> <li>• Daren Moran, Business Manager, shared additional information relating to the local audit. The CAIU has experienced growth over the last five consecutive years. With the net income, we have been able to designate the fund balance for future facility upgrades, pension costs, and health care costs. The Board will vote on the 2016-17 Local Audit Report in December.</li> <li>• Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director’s report. The Middle School Forum was held recently with over 200 in attendance. The goal for this forum was to help support the development of the leadership and academic potential of diverse middle school students. Several CAIU staff attended the PAIU Day on the Hill. The group visited with Rep. Patty Kim and Rep. Ron Marsico. Mrs. Mortzfeldt and other Executive Directors visited Senator Eichelberger. The Fall Superintendents’ Conference was held earlier this month. Karen Ditzler, CAIU Instructional Technology Specialist, led the presentation on how to integrate the 4C’s (Communication, Collaboration, Critical Thinking, and Creativity) into classroom instruction.</li> </ul>
Departing Board Member	At approximately 9:15 a.m., Dr. Elisabeth McLean departed the Board meeting.
Approval of Minutes	Mr. Jay Franklin moved, seconded by Mr. Eric Samples, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of October 26, 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 Report.

**Treasurer's Report**

**Mr. Jay Franklin moved, seconded by Mr. Eric Samples,** “that the following fiscal items be approved:

Treasurer's Report – October 2017

October 2017 Treasurer's Report – a total of \$13,929,313.11 in receipts and \$4,598,020.65 in expenditures

Payment of Bills – October 2017

October 2017 Payment of Bills

Summary of Operations – October 2017

October 2017 Summary of Operations showing revenues of \$26,374,385.89 and expenses of \$18,200,802.71.”

**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 Mr. Wilbur Wolf,** “that the following Budget Administration Items be approved:

Proposed 2017-18 Budget Revision

The following Proposed 2017-18 Budget Revisions:

- Early Intervention - ACCESS Program
- Title I, Part D - Neglected and Delinquent Subpart 2.”

**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**

There were no fiscal matters.

**Other Business Item**

**Mr. Jay Franklin moved, seconded by Mrs. Barbara Geistwhite,** “that the following Other Business Items be approved:

Board Member Resignation

Acceptance of the following Board Members' resignation, effective 11/16/17:

**Mr. Ken Ewing**, Newport S.D., no longer on Newport School District Board of Directors  
**Ms. Ausha Green**, Harrisburg S.D., no longer on Harrisburg School District 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 & Programs**

**Mrs. Judy Crocenzi moved, seconded by Ms. Gwen Browning,** “that the following Policies and Programs be approved:

Second Reading and Approval - Revised Policies

Second Reading & Final approval of the following revised policies:

- #103 - Nondiscrimination in Educational Programs/Services
- #104 - Nondiscrimination in Employment Practices
- #819 - Suicide Awareness, Prevention and Response.”

Deleted Policy

Deletion of Policy #211 - Student Accident Insurance.”

**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 Mrs. Barbara Geistwhite,** “that the following Job Descriptions be approved:

Second Reading, New Position, New Description - Online Learning Program Account Manager

Second Reading, Existing Position, Revised Description - Lead Custodian.”

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

#### Personnel Items

**Ms. Gwen Browning moved, seconded by Mrs. Barbara Geistwhite,** “that the following personnel items be approved:

#### RESIGNATIONS

- BETHANY BORNAK, Speech and Language Clinician, Early Intervention Program, effective January 22, 2018. Reason: Personal.
- BRIELLE DELELLIS, Educational Paraprofessional, CATES Program, effective November 9, 2017. Reason: Personal.
- RACHEL GUERRA, Teacher, Emotional Support Program, effective November 22, 2017. Reason: Personal.
- TARA SHOPE, Educational Paraprofessional, Early Intervention Program, effective November 10, 2017. Reason: Personal.

#### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- ERICA COOK, part-time Educational Paraprofessional, Autism Support Program, effective November 14, 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 and with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- ZACHARY COOPER, Personal Care Assistant, CATES Program, effective October 31, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 137 days with additional new hire days as required. This is a new position funded through the CATES budget.
- MARY ANN HARTLEY, Job Coach, Transition Services Program, effective November 13, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 130 days with additional new hire days as required. This is a new position funded through the Transition Services budget.
- LESLIE RHOADES, part-time Cafeteria Worker, Student Services Team, effective October 30, 2017. Employee will be paid at the Range 5 rate of \$13.50 per hour and will work 180 days. This is a replacement position funded through the Cafeteria budget.
- KRISTIN WILSON, part-time Teacher, ESL Program, effective November 21, 2017. Base salary of Masters, Step 5, \$51,637 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a new position funded through the ESL budget.
- BROOKE YELLETS, Long Term Substitute School Psychologist, Pupil Services Program, effective November 6, 2017 – June 15, 2018. Base salary of Masters + 60, Step 12, \$69,145 for 189 days of service will be prorated for a total of 145 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

## CHANGE OF STATUS

- LISA KLINGLER, from Educational Consultant, Training and Consultation Program to Assistant Supervisor, ANPS Program effective January 2, 2018. Salary will be based on Act 93, Range 4, \$80,774.73 for 205 days of service and will be prorated for a total of 116 days through June 30, 2018. This is a new position funded through the ANPS budget.

## LEAVES OF ABSENCE

- MATTHEW BRIGHTBILL, Application Support Specialist, Technology Team, leave of absence effective October 9, 2017 – October 20, 2017. Leave is requested using accumulated paid leave time from October 9, 2017 – October 12, 2017 for a total of 4 paid days and without pay from October 13, 2017 – October 20, 2017 for a total of 6 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- MICHELLE CLARK, Psychologist, Pupil Services Program, intermittent FMLA leave through November 8, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- KIMBERLEE CLAYPOOLE, Educational Paraprofessional, Early Intervention Program, intermittent FMLA leave through October 30, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- SANDRA KIRCHNER, Educational Paraprofessional, Early Intervention Program, leave of absence effective November 2, 2017 – December 15, 2017. Leave is requested using accumulated paid leave from November 2, 2017 – the morning of December 4, 2017 for a total of 16.5 paid days and without pay from the afternoon of December 4, 2017 – December 15, 2017 for a total of 9.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- IRENE MCKENNA-REEDY, Educational Consultant, Training and Consultation Program, leave of absence effective November 9, 2017 – December 21, 2017. Leave is requested using accumulated paid leave for a total of 27 days and is in accordance with CAIU policies.
- MARYANN MERCER, Personal Care Assistant, Multiple Disabilities Support Program, intermittent FMLA leave through October 31, 2018. Leave is requested in accordance with CAIU and FMLA policies.
- SHANNON MURPHY, Educational Consultant, Student Services Team, leave of absence effective October 31, 2017 – December 22, 2017. Leave is requested using accumulated paid leave for a total of 36 days and is in accordance with CAIU and FMLA policies.
- CHERYL NOLL, Personal Care Assistant, Autism Support Program, leave of absence effective September 11, 2017 – November 1, 2017. Leave is requested using accumulated paid leave time from September 11, 2017 – the morning of October 2, 2017 for a total of 15.5 paid days and without pay from the afternoon of October 2, 2017 – November 1, 2017 for a total of 21.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- CHERYL RUDAWSKI, Curriculum Specialist, Curriculum Team, leave of absence effective September 19, 2017, on an intermittent basis through October 31, 2017. Leave is requested using accumulated paid leave and is in accordance with CAIU sick 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. She shared that the hope is to have a candidate for the Executive Director position within the coming weeks. She wished everyone a Happy Thanksgiving.

**Board Member Sharing of Information**

None.

**Information Items**

The following information items were attached for the Board's review:

- Hill Top Academy Newsletter
- Staff Appreciation Letter

**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 December 21, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

**Mr. Jay Franklin 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 9:43 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary