

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 21, 2017

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 21, 2017, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** 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.
- 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, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo (voted in during regular meeting), Mr. Dennis Helm (voted in during regular meeting), Dr. Elisabeth McLean, Mrs. Maria Memmi (voted in during regular meeting), Mrs. Jean Rice, Mr. Eric Samples, Ms. Gwendolyn Soult (voted in during regular meeting), Mr. Ford Thompson, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (14)
Members not in attendance were: Dr. Layne Lebo and Mrs. Brenda Myers (2)
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: Alicia McDonald, Theresa Kinsinger, Len Kapp, Dave Martin
- Appointment of New CAIU Board Members **Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples,** “that the following new Board Members be appointed:

Ms. Gwendolyn Soult, Newport SD, to fill an unexpired term of December 21, 2017 - June 30, 2018
Mr. Dennis Helm, East Pennsboro Area SD, to fill an unexpired term of December 21, 2017 - June 30, 2019
Mrs. Melanie Gurgiolo, Camp Hill SD, to fill an unexpired term of December 21, 2017 - June 30, 2019
Mrs. Maria Memmi, Derry Township SD, to fill an unexpired term of December 21, 2017 - 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.
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Dr. Janilyn Elias and Dr. Andria Saia, new Executive Director, to the meeting.
- Reports & Updates**
- Holiday Greeting The CAIU Administration extended warm wishes for a happy holiday season and a new year of peace, joy and prosperity!
- Board Member Recognition The Board recognized and thanked the following departing Board Members for their dedicated service and commitment:
- Mr. Clifton Edwards, Susquehanna Township S.D.
 - Mr. Robert Copeland, East Pennsboro Area S.D.

Announcement of CAIU Retirees	<p>The CAIU Board of Directors announced and recognized the following CAIU Retirees:</p> <ul style="list-style-type: none"> • Susan Laird, School Counselor, ANPS, retirement with over 15 years of service. • Cindy Mortzfeldt, Executive Director, retirement with over 31 years of service.
CAIU Team Reports	<ul style="list-style-type: none"> • Alicia McDonald, Director of Student Services, shared an email from the LYDC Principal about a success story for one of the Loysville youth. The judge in Juvenile Court was very complimentary of the progress and success of the young man. • Theresa Kinsinger, Director of Organizational Services, shared that we have over 560 employees but still have several openings. We continue to struggle to find special education teachers and para-educators. In addition, the board members will be receiving an email requesting information to be submitted for the recent Right to Know request. We are also in the process of moving to the new Qualified High Deductible Health Plan. • Len Kapp, Supervisor of Operations and Transportation, shared that some minor remodeling and upgrade for the facility is taking place. Changes are being made to improve team function and work flow. We are also beginning a process to revitalize the landscaping at the Enola facility. Our transportation services continue to grow. We currently have 115 vehicles transporting children across our region. • David Martin, Director of Technology Services, shared that since we have installed a new security appliance, we have been able to interrupt and stop DDoS attacks. Our region's goal is to continue to increase our cyber security. On December 14, the TAC group had Office 365 training. Every other month during the TAC meetings, more intense training will be offered based on the feedback and needs of the districts. The CAIU will continue to provide Helpdesk support over the holidays. • Daren Moran, Business Manager, reported that the Board Finance Committee will meet today to review the draft proposed 2018-19 General Operating Budget. This budget is the only one that requires approval at the district level by 50% of the districts and 50% of the weighted votes. The 2016-17 Local Audit Report is on today's agenda for approval. There were no findings or weaknesses noted. • Cindy Mortzfeldt, Executive Director, shared that her report was available for review. She highlighted the student artists from Hill Top Academy who entered their work into the 44th Annual Our Art, Our Voice Art Exhibition. This was a juried art show and several of our students won. The art exhibit will be displayed across various sites in the region and then displayed at Susquehanna Art Museum in March. The ELECT program will be monitored in early January. The annual CAIU All Staff Day will be held on Friday, January 12, 2018. • Bob Frankhouser, Solicitor, provided background information on what is needed for a quorum with such a large transition of Board members this month.
Approval of Minutes	<p>Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples, "that the following minutes of the Capital Area Intermediate Unit Board of Directors' meeting be approved:</p> <p>November 16, 2017 Regular Meeting of the Capital Area Intermediate Unit Board of Directors.</p> <p>December 7, 2017 Special Meeting of the Capital Area Intermediate Unit Board of Directors."</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Report	<p>No Report.</p>

Treasurer's Report

Mr. Ford Thompson moved, seconded by Mrs. Barbara Geistwhite, "that the following fiscal items be approved:

Treasurer's Report –
November 2017

November 2017 Treasurer's Report – a total of \$ 3,777,382.48 in receipts and \$5,740,049.78 in expenditures

Payment of Bills –
November 2017

November 2017 Payment of Bills

Summary of Operations –
November 2017

November 2017 Summary of Operations showing revenues of \$33,018,827.43 and expenses of \$25,103,115.58."

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

Budget Administration

Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, "that the following Budget Administration Items be approved:

Proposed 2017-18
Original Budgets

The following Proposed 2017-18 Original Budgets:

- Early Intervention State
- National Network of Partnership Schools Grant
- Statewide System of Support."

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. Barbara Geistwhite, "that the following Other Fiscal Item be approved:

2016-17 Local Audit
Report

2016-17 Local Audit Report."

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

Mrs. Judy Crocenzi moved, seconded by Mr. Wilbur Wolf, "that the following Other Business Item be approved:

Dr. Saia E-Signature
Resolution

Dr. Saia - E-Signature Resolution."

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 Mr. Eric Samples, "that the following Policies and Programs be approved:

Deleted Policies

Delete Policies #248 and #348 - Unlawful Harassment."

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:

First Reading, Existing Position, New Description - Statewide Comprehensive Planning Program Supervisor

First Reading, Existing Position, New Description - Statewide Comprehensive Planning Program Supervisor

First Reading, Existing Position, Revised Description - Program Supervisor, Student Services

First Reading, Existing Position, Revised Description - Program Supervisor, Student Services

First Reading, Existing Position, New Description - Program Director, Student Services

First Reading, Existing Position, New Description - Program Director, Student Services.”

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. Eric Samples, “that the following personnel items be approved:

RESIGNATIONS

- **MELISSA BIALAS**, Educational Coach, Student Services Team, effective December 22, 2017. Reason: Personal.
- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, effective November 22, 2017. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **KAREEM COTTON**, part-time Educational Paraprofessional, Early Intervention Program, effective January 2, 2018. Base salary of HS+30, Step 3, \$19,790 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 MAWA budget.
- **SARAH FINDLAY**, Teacher, Emotional Support Program, effective December 5, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ASHLEY REDDIG**, Remedial Specialist, ANPS Program, effective December 18, 2017. Base salary of Masters, Step 2, \$48,904 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **SARAH ROGERS**, Long Term Substitute Teacher, ESL Program, effective December 14, 2017 – March 27, 2018. Base salary of Masters, Step 3, \$49,404 for 189 days of service will be prorated for a total of 65 days. This is a replacement position funded through the ESL budget.
- **EMILY WOLSZCZENSKI** part-time Teacher, ESL Program, effective November 29, 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 and with additional new hire days as required. This is a new position funded through the ESL budget.

CHANGE OF STATUS

- **BETHANY BORNAK**, Speech and Language Clinician, Early Intervention Program, change in resignation date from January 22, 2018 to January 11, 2018.
- **ROSEMARY BRAUGHT**, from part-time to full-time Secretary, Student Services Team, effective December 4, 2017.
- **ELIZABETH BRYER**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective December 4, 2017.

- **AARON CLARKE** from Administrative Assistant to Online Learning Account Manager, CAOLA Program, effective January 2, 2018. Change of status results in a change of salary to \$50,350 for 12 months of service and will be prorated for a total of 129 days through June 30, 2018.
- **CARLY COALSON**, Remedial Specialist, ANPS Program, change in resignation date from November 22, 2017 to November 17, 2017.
- **STEPHANIE CRATER**, Long Term Substitute Remedial Specialist, ANPS Program, change in end date of assignment from December 21, 2017 to January 3, 2018 resulting in an increase of days from 65 to 67.
- **DEBORAH EVANS**, from Educational Consultant to Long Term Substitute Program Supervisor, Training and Consultation Program, effective January 2, 2018 – June 30, 2019. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, High \$115,172 for 12 months of service and will be prorated for 129 days through June 30, 2018.
- **KELLY HERMAN**, from Educational Paraprofessional to Social Worker, Pupil Services Program, effective January 2, 2018 Change of status results in a change of salary to Masters, Step 9, \$57,676 for 189 days of service and will be prorated for a total of 111 days.
- **SARAH HOFFEE**, Speech and Language Clinician, Early Intervention Program, change in leave of absence return to work date from January 2, 2018 to June 25, 2018.
- **ERIC SCHNECK**, from Application Support Specialist II to Application Support Specialist III, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$42,285 for 12 months of service.
- **MEREDITH SEIDEL**, from Long Term Substitute Teacher to permanent Teacher, CATES Program, effective November 29, 2017. This is a replacement position funded through the CATES budget.
- **LINDSEY STAUFFER**, from Educational Paraprofessional to Mental Health Worker, Pupil Services Program, effective January 2, 2018 Change of status results in a change of salary to MHW Bachelors, Step 5, \$32,946 for 189 days of service and will be prorated for a total of 111 days.
- **AREIL SUTTON**, from Application Support Specialist III to Senior Application Support Specialist, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$47,460 for 12 months of service.
- **EMILY WOLSZCZENSKI**, from part-time to full-time Teacher, ESL Program, effective December 14, 2017.

LEAVES OF ABSENCE

- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, leave of absence August 21, 2017 – November 22, 2017. Leave is requested using accumulated paid leave from August 21, 2017 – August 25, 2017 for a total of 5 paid days and without pay from August 28, 2017 – November 16, 2017 for a total of 55 unpaid days. Employee will then take leave without pay for an additional 4 unpaid days from November 17, 2017 – November 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **AMBER KELLER**, Teacher, ESL Program, leave of absence effective January 3, 2018 – March 29, 2018. Leave is requested using accumulated paid leave time from January 3, 2018 – the morning of January 10, 2018 for a total of 5.5 paid days and without pay from the afternoon of January 10, 2018 – March 29, 2018 for a total of 54.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NICOLE MILLER**, Program Assistant, Curriculum Team, leave of absence effective December 5, 2017 – December 20, 2017. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.
- **MELISSA ROBERTS**, Occupational Therapist, OT/PT Program, leave of absence effective November 6, 2017 – November 17, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is 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 December 21, 2017:

- Morgan Coldren
- Katherine Strohm.”

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. In addition, she highlighted a staff letter of appreciation. She thanked the Board for all of their work and support over the years and welcomed Dr. Saia. Mrs. Mortzfeldt wished all a Merry Christmas and Happy New Year.

President's Report

Mrs. Jean Rice thanked the Board for their attendance.

Board Member Sharing of Information

- Mr. Eric Samples, Lower Dauphin SD, shared that their superintendent, Dr. Sherri Smith, is retiring and Dr. Robert Shultz will become their new superintendent on January 5, 2018.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that the Wreaths Across America event at Fort Indiantown Gap was the second largest event after Arlington Cemetery.

Information Items

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

- LYDC Newsletter
- Staff Appreciation letter - United Way

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, January 25, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

Mrs. Barbara Geistwhite 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 8:46 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary