

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**August 24, 2017**

### MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 24, 2017, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	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.
<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> Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Mrs. Jean Rice, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (9)</p> <p><b><u>Members not in attendance were:</u></b> Dr. Fred Baldwin, Mr. David Barder, Mrs. Gwen Browning, Mr. Ken Ewing, Ms. Ausha Green, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mr. John Salov, Mr. Eric Samples, and Mr. Ford Thompson (10)</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> Theresa Kinsinger and Alicia McDonald</p> <p><b>Mrs. Rennie Gibson, Board Secretary, announced that there is an absence of a quorum with only nine Board members in attendance.</b></p>
<b>Executive Director's Search</b>	The Chester County IU #24 Executive Director Search Team met with the Board to review the confidential search process and answer questions from the Board members about the timeline, screening, interview and selection process.
<b>Recognition of the Public: Items Specific to the Agenda</b>	Mrs. Jean Rice welcomed Rocky Brent, Account Manager for AgendaManager, to the meeting.
<b>Reports &amp; Updates</b>	
Announcement of CAIU Retirees	The Board announced the following retiree: <b>Keith Imboden</b> , Program Supervisor, retirement after more than 5 years of service.
Discussion of PSBA 2018 Election - Slate of Candidates	The Board had a brief discussion of the PSBA 2018 Election and Slate of Candidates. Mrs. Barbara Geistwhite recommended Mike Gossert, who is currently the Board President at Cumberland Valley SD.
CAIU Team Reports	<ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, shared that Early Intervention program was awarded an evidence-based implementation state grant. The goals for the grant are to identify children who are at risk or who demonstrate delays in social/emotional development and to increase the knowledge of the CAIU preschool staff, community providers and families in understanding the importance of determining the social emotional development of identified children. Participants will learn how to implement consistent intentional instruction of social/emotional skills through programming and instruction.</li> </ul>

Also, the school nurses are working closely with families to make sure students are in compliance with the new immunization requirements.

- Theresa Kinsinger, Director of Organizational Services, shared that New Employee Orientation took place last Friday with close to 40 in attendance. The HR team continues their work to fill the several vacant positions. We received notice from the Office of Civil Rights (OCR) that the claim filed last year about the CAIU website non-compliance issues has been closed. The Technology Team continues to work with our local districts to assist them with website accessibility and compliance.
- Daren Moran, Business Manager, shared that the business office is completing the fiscal year end process to close the books for 2016-17. He explained the public surplus auction process where the CAIU recently placed items for sale.
- Cindy Mortzfeldt, Executive Director, shared that her monthly report was available for the board members' review. She highlighted the sessions that will be offered during the 3<sup>rd</sup> annual series of workshops offered through the South Central PA Consortium for Excellence & Equity (SCPCEE). All the CAIU programs have begun their new school year. School-age staff returned the week of August 14<sup>th</sup> and Early Intervention/Preschool staff returned the week of August 21<sup>st</sup>. She was able to visit each program meeting to welcome staff back to a new school year.

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 September 28, 2017 Board of Director's Meeting.

**Approval of Minutes**

Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of July 27, 2017.

**Board Committee Report**

The Board Search Committee and Chester County IU #24 shared an update on the Executive Director's search.  
The Act 93 committee needs to meet today to discuss possible MOU.

**Treasurer's Report**

Treasurer's Report

July 2017 Treasurer's Report – a total of \$5,695,676.43 in receipts and \$4,969,609.04 in expenditures for July 2017.

Payment of Bills

July 2017 Payment of Bills.

Summary of Operations

June 2017 Summary of Operations as of August 14 showing revenues of \$83,912,647.04 and expenses of \$83,270,006.76  
July 2017 Summary of Operations showing revenues of \$5,315,627.31 and expenses of \$2,959,315.40.

## Budget Administration

Proposed 2017-18  
Original Budgets

Proposed 2017-18 Original Budgets:

- Early Intervention Access Program
- IDEA Section 611 - Early Intervention
- IDEA Section 619 - Early Intervention.

## Other Fiscal Matters

Special Education  
Service Contract  
Summary – 2017-18

2017-18 Special Education Service Contracts for Susquehanna Township SD.

Approval of Sale of  
Public Surplus Items

Approval of Sale of Public Surplus Items.

## Other Business Item

Approval of 2017-18  
CAIU Board Committees

Approval of 2017-18 CAIU Board Committees.

## Policies & Programs

Second Reading,  
Revised Policies

Second Reading and final approval of the following revised policies:

- Policy #001 – Name and Classification
- Policy #002 – Authority and Powers – it was suggested to update language to reflect, “Consolidate information and solicit bids.”
- Policy #003 – Functions
- Policy #005 – Organization
- Policy #006 – Meetings
- Policy #011 – Principles for Governance and Leadership – concern expressed about language around Executive Session.
- Policy #203 – Immunization & Communicable Disease – it was suggested that we check the regulations around who will administer the immunizations.
- Policy #204 – Attendance
- Policy #251 – Homeless Students

## Job Descriptions

Second Reading,  
Existing Position,  
Revised Description

Second Reading, Existing Position, Revised Description – Program Assistant, Online Learning Program.

Second Reading, New  
Position, New  
Description

Second Reading, New Position, New Description - Assistant Supervisor, Aid to Nonpublic Schools (ANPS).

First Reading, Existing  
Position, Revised  
Description - Supervisor,  
Aid to Non-Public School  
Services (ANPS)

First Reading, Existing Position, Revised Description - Supervisor, Aid to Non-Public School Services (ANPS).

First Reading, New  
Position, Revised  
Description - Account  
Manager

First Reading, New Position, Revised Description - Account Manager.

## Personnel Items

### RESIGNATIONS

- **ZAIRE BROWN**, Personal Care Assistant, CATES Program, effective June 2, 2017. Reason: Personal.
- **NELSON DIAZ**, Personal Care Assistant, Autism Support Program, effective June 2, 2017. Reason: Personal.
- **DANIEL FRANCIS**, School Psychologist, Pupil Services Program, effective October 20, 2017. Reason: Employee accepted a position with Harrisburg School District.
- **ARAINA OSBORNE**, Personal Care Assistant, Dual Diagnosis Program, effective June 2, 2017. Reason: Personal.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective October 19, 2017. Reason: Personal.
- **LISA SLOVER**, Teacher, Autism Support Program, effective October 19, 2017. Reason: Personal.
- **AUDREY WRONSKI**, Educational Paraprofessional, Early Intervention Program, effective July 27, 2017. Reason: Personal.

### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **ROCKY BRENT**, Account Manager, Technology Team, effective August 14, 2017. Base salary of \$52,500 for 12 months of service, prorated for a total of 230 days through June 30, 2018. This is a new position funded through the Agenda Manager budget.
- **ELIZABETH BRYER**, Long Term Substitute Speech and Language Clinician, Early Intervention Program, effective August 21, 2017 – June 30, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EILEEN GRAY**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 3, \$18,424 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN KEYSER**, Occupational Therapist, OT/PT Program, effective August 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **JENNA LANDIS**, Teacher, Emotional Support Program, effective August 28, 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 Emotional Support budget.
- **ELIZABETH LAPLANTE**, Personal Care Assistant, Multiple Disabilities Support Program, effective August 22, 2017. Base salary of HS+30, Step 3, \$19,790 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.
- **LYNONNE LEMING**, part-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017. Base salary of HS+30, Step 12, \$27,801 for 189 days of service will be prorated based on the number of day/hours worked. This is a replacement position funded through the MAWA budget.
- **TRACY LENTZ**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN HART**, Inclusion Consultant, Early Intervention Program, effective August 21, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

- **KATHRYN MANLEY**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters+15, Step 1, \$49,684 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, Personal Care Assistant, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATELYN MAY**, Teacher, Autism Support Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **JULIE MESTEMAKER**, Social Worker, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **CAROLINE OWINGS**, Long Term Substitute Teacher, Emotional Support Program, effective August 22, 2017 – June 4, 2018. Base salary of Bachelors, Step 13, \$62,789 for 189 days of service. This is a new position funded through the Emotional Support budget.
- **SARAH REITNOUR**, Teacher, CATES Program, effective August 22, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **KERRIE RICHARDSON**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters, Step 15, \$70,464 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EMILY ROBENOLT**, Physical Therapist, OT/PT Program, effective August 21, 2017. Base salary of Masters+60, Step 1, \$53,965 for 189 days of service will be prorated for a total of 186 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective August 2, 2017 – June 4, 2018. Base salary of Masters+60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days/hours worked. This is a new position funded through the Pupil Services budget.
- **JAIME ROYER**, Teacher, CATES Program, effective August 22, 2017. Base salary of Masters+60, Step 10, \$65,075 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.
- **MARGARET STOMS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.
- **GERALD SWIFT**, Lead Custodian, Administrative Team, effective August 14, 2017. Range 5 salary of \$29,500 for 12 months of service will be prorated for a total of 230 days through June 30, 2018. This is a replacement position funded through the Business and Operations budget.
- **ANTHONY TALIANI**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATIE ULRICH**, Teacher, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters+15, Step 12, \$64,864 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.

- **ELIZABETH WALDEN**, Social Worker, Pupil Services Program, effective August 28, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **CATHY WRIGHT-DANIELS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 2, \$18,897 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.

## CHANGE OF STATUS

- **SHAWN BENNAGE-GREGORY**, from part-time Floater Educational Paraprofessional to full-time Personal Care Assistant, Emotional Support Program, effective August 22, 2017.
- **VALERIE GREEN**, from part-time to full-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017.
- **NYLA KATER**, from Secretary to Long Term Substitute Program Assistant, CAOLA Program, effective August 1, 2017 – May 31, 2018. Change of status results in a change of salary to Range 2, \$32,097. As of June 1, 2018, Employee will return to Secretary, CAOLA Program, Range 4 at the Secretary salary at which she was hired.
- **ERIN KELLEY**, from Educational Paraprofessional to Teacher, Autism Support Program, effective August 23, 2017. Change of status results in a change of salary to Bachelors, Step 1, \$45,377 for 189 days of service.
- **ANDREW MCCREA**, Program Supervisor, Student Services Team, from an effective employment date that was to be determined to an effective employment date of September 1, 2017.
- **MEREDITH SEIDEL**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Long Term Substitute Teacher in the CATES Program, effective August 22, 2017 – December 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 87 days. This is a new position funded through the CATES budget.
- **PAMELA TOPPER**, Teacher, Early Intervention Program, change in leave of absence return to work date from August 21, 2017 to September 5, 2017.

## CHANGES OF SALARY

None.

## LEAVES OF ABSENCE

- **MIREK CHMIELEWSKI**, Educational Paraprofessional, Hospital Program, leave of absence effective August 21, 2017 – October 13, 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 – October 13, 2017 for a total of 33 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KRISTEN GROSS**, Program Assistant, CAOLA Program, child-rearing leave of absence August 10, 2017 – May 4, 2018. Leave is requested in accordance with CAIU practice and procedure.
- **KELLY EVANS**, School Counselor, ANPS Program, leave of absence August 22, 2017 – December 22, 2017. Leave is requested using accumulated paid leave from August 22, 2017 – September 1, 2017 for a total of 9 paid days and without pay from September 5, 2017 – November 14, 2017 for a total of 51 unpaid days. Employee will then take child-rearing leave of absence from November 15, 2017 – December 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, leave of absence September 5, 2017 – June 28, 2018. Leave is requested using accumulated paid leave from September 5, 2017 – October 13, 2017 for a total of 26 paid days and without pay from October 16, 2017 – December 8, 2017 for a total of 34 unpaid days. Employee will then take child-rearing leave of absence from December 11, 2017 – June 28, 2018. Leave is requested in accordance with CAIU and FMLA policies.

<b>Executive Director's Report</b>	The Executive Director's Report was available for the Board Member's review. Mrs. Mortzfeldt shared several highlights from her report during the team updates.
<b>President's Report</b>	Mrs. Jean Rice thanked the board members for their attendance.
<b>Board Member Sharing of Information</b>	None.
<b>Information Items</b>	A parent appreciation letter was available for the Board's review.
<b>Other Business/Public Comment on Items Not Specific to Agenda</b>	There were no other business/public comments on items not specific to the agenda.
<b>Next Board Meeting Date</b>	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, September 28, 2017, 8:00 a.m., Board Room, CAIU Enola Office.
<b>Adjournment</b>	Mrs. Jean Rice adjourned the meeting at 9:09 a.m.

Rennie Gibson,  
Board Secretary