

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 28, 2017

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 28, 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.
EXECUTIVE SESSION	At 8:01 a.m., the Board entered into Executive Session to discuss personnel matters.
REGULAR BOARD MEETING	At 8:44 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, Mrs. Gwen Browning, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. J. Bruce Walter (14)</p> <p><u>Members not in attendance were:</u> Mr. Ken Ewing, Ms. Ausha Green, Mrs. Brenda Myers, Mr. John Salov, and Mr. Wilbur Wolf (5)</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> Brian Griffith, Len Kapp, Theresa Kinsinger, Dave Martin and Alicia McDonald</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Michele Sholder to the meeting.
Ratification/Approval of Action Items of the 8/24/17 Board Meeting	Mr. Jay Franklin moved, seconded by Dr. Elisabeth McLean, "that the following action items from the 8/24/17 CAIU Board of Directors' Meeting be ratified and approved:
Approval of Minutes	Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of July 27, 2017.
Treasurer's Report	
Treasurer's Report - July 2017	July 2017 Treasurer's Report - a total of \$5,695,676.43 in receipts and \$4,969,609.04 in expenditures
Payment of Bills - July 2017	July 2017 Payment of Bills.
Summary of Operations - June 2017	June 2017 Summary of Operations showing revenues (as of August 14) of \$83,912,647.04 and expenses of \$83,270,006.76
Summary of Operations - July 2017	July 2017 Summary of Operations showing revenues \$5,315,627.31 and expenses of \$2,959,315.40

Budget Administration

Proposed 2017-18 Original Budgets	<p>The following Proposed 2017-18 Original Budgets:</p> <ul style="list-style-type: none"> Proposed 2017-18 Original Budget – Early Intervention – ACCESS Program in the amount of \$493,448 Proposed 2017-18 Original Budget – IDEA Section 611 – Early Intervention in the amount of \$1,235,536 Proposed 2017-18 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$383,401
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Other Fiscal Matters

Special Education Service Contract Summary – 2017-18	2017-18 Special Education Service Contracts for the following: Susquehanna Township SD
Surplus Auction Items	Surplus Auction Items

Other Business Item

2017-18 CAIU Board Committees	2017-18 CAIU Board Committees
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Policies & Programs

Second Reading, Revised Policies	<p>Second Reading of the following Revised Policies:</p> <ul style="list-style-type: none"> Second Reading, Revised Policy #001 – Name and Classification Second Reading, Revised Policy #002 – Authority and Powers Second Reading, Revised Policy #003 – Functions Second Reading, Revised Policy #005 – Organization Second Reading, Revised Policy #006 – Meetings Second Reading, Revised Policy #011 – Principles for Governance and Leadership Second Reading, Revised Policy #203 – Immunization & Communicable Disease Second Reading, Revised Policy #204 – Attendance Second Reading, Revised Policy #251 – Homeless Students
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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	First Reading, Existing Position, Revised Description – Supervisor, Aid to Nonpublic Schools (ANPS)
First Reading, New Position, Revised Description	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.
- CHANGE 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.”

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

Reports & Updates

Announcement of CAIU Retirees

The Board announced the following retirees:

- **Lorraine Glumac**, Physician Therapist, retirement after 26 years of service
- **Loretta Connolly**, S/L Clinician, retirement after 15 years of service
- **Kathryn Perta**, PCA, retirement after 4 years of service
- **Robert Heffner**, Lead Driver/Warehouseman, retirement after 40 years of service
- **Ann Morton**, S/L Clinician, retirement after 40 years of service
- **Jill Henig**, Physical Therapist, retirement after 18 years of service

Overview of CAIU Comprehensive Plan

Cindy Mortzfeldt provided an overview of the CAIU Comprehensive Plan and focused on the CAIU 2017 – 2021 organizational goals that will be submitted as part of the Plan.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that reconciliation for 2016-17 is complete. There was a 2% variance in excess revenue. Thirty-two of the thirty-nine entities that contracted for services will receive a refund.
- Theresa Kinsinger, Director of Organizational Services, shared that the HR team is currently planning the implementation of the High Deductible Health Plan with a Health Savings Account. The staff recently met with a representative from the South Central Trust to review the use of Benefit Wallet. The staff is also beginning the process to transition to electronic timesheets. Ms. Kinsinger reminded the Board members about the Right to Know request regarding emails received by the Board members from PSBA.
- Len Kapp, Supervisor of Operations and Transportation, reported that he is preparing for the upcoming fall and winter seasons. In addition, there will be some minor remodeling done internally and some landscape updates and improvements over the next 6-12 months at the Enola office.
- Brian Griffith, Director of Curriculum Services, shared information about the initial planning for a regional approach to Pre-K Counts. Data indicates that children in our region lack access for early learning opportunities. The CAIU is working closely with our districts to plan for and submit a Pre-K Count application in the spring 2018. The Capital Area Online Learning Association currently has 3,000 students enrolled with about 1,500 enrolled as full-time students. Planning continues for the 3rd Annual Mid-Atlantic Conference on Personalized Learning to be held in Pittsburgh this February. We are collaborating with Allegheny IU #3 to assist with planning the conference.
- David Martin, Director of Technology Services, provided an update about the intermittent internet issues that happened at the beginning of the school year. The CAIU is currently piloting a Proof of Concept device to help mitigate DDoS attacks. The CAIU in collaboration with district technology directors will review the needs of the region before purchasing a solution. During the upcoming TAC meetings, training will take place on how to manage Apple devices and Chromebooks. Office 365 training will be held in December.
- Daren Moran, Business Manager, shared that the local auditors will begin the 2016-17 audit work next week. Preparation has begun for the 2018-19 General Operating Budget.
- Rennie Gibson, Board Secretary, shared information about the PSBA election that is on today's agenda. She will be submitting the Board's selections today.
- Cindy Mortzfeldt, Executive Director, shared several dates for upcoming CAIU events. She provided a thorough review of the CAIU Comprehensive Plan and focused on the 2017 – 2021 organizational goals that will be submitted as part of the Plan.

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 August 24, 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

The Executive Director Search Committee Chester County IU #24 met with the Board to discuss goals relating to the Executive Director search.

Act 93 Addendum

Mr. J. Bruce Walter moved, seconded by Dr. Fred Baldwin that, “the addendum to the Act 93 Agreement be approved as proposed in Executive Session, with the addition of language that retirees will pay a premium share of \$100 or the maximum amount allowed by PSERS and pending final legal review by the solicitor.”

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

Treasurer’s Report

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

Treasurer's Report August 2017 Treasurer's Report – a total of \$6,287,484.37 in receipts and \$5,967,891.40 in expenditures

Payment of Bills August 2017 Payment of Bills

Summary of Operations **June 2017 Summary of Operations** (as of September 14) showing revenues of \$89,709,830.71 and expenses of \$90,267,746.60

August 2017 Summary of Operations showing revenues of \$6,763,785.19 and expenses of \$6,794,432.92.”

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. Jay Franklin moved, seconded by Mrs. Gwen Browning, “that the following Budget Administration Items be approved:

Proposed 2017-18 Original Budgets

The following proposed 2017-18 Original Budgets:

- Early Intervention Evidence Based Grant in the amount of \$7,811
- LLIU-PaTTAN Subcontract in the amount of \$4,460
- Master Plan Project for PA State Board of Education in the amount of \$54,000
- Title I, Part D – Neglected and Delinquent Subpart 2 in the amount of \$418,430
- United Way Education Initiative in the amount of \$178,200
- Title III, Part A – English Language Acquisition in the amount of \$198,315.”

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

NONE

Other Business Item

PSBA 2018 Election - Slate of Candidates

Dr. Fred Baldwin moved, seconded by Mr. Jay Franklin, “that the following PSBA 2018 Slate of Candidates be elected: President – Elect – Otto W. Voit III, Muhlenberg SD

- Vice President – Eric Wolfgang, Central York SD
- Treasurer – Mike Gossert, Cumberland Valley SD.”

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

Mr. Jay Franklin moved, seconded Mrs. Judy Crocenzi, “that the following PSBA candidates be elected:

- Central At Large – Larry Augustine, Selinsgrove Area SD
- PSBA Insurance Trustees – Michael Faccinnetto, Bethlehem Area SD; and Marianne L Neel, West Jefferson Hills SD.”

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

2017-18 Capital Region Partnership for Career Development Board of Directors

Dr. Layne Lebo moved, seconded Mrs. Barbara Geistwhite, “that the 2017-18 Capital Region Partnership for Career Development Board of Directors be approved.”

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

Policies & Programs

NONE

Job Descriptions

Mr. Jay Franklin moved, seconded by Mrs. Judy Crocenzi, “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Descriptions

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

Second Reading, New Position, Revised Description - Account Manager

Second Reading, New Position, Revised Description - Account Manager

First Reading, Existing Position, New Description - Business Analyst 1

First Reading, Existing Position, New Description - Business Analyst 1

First Reading, New Position, New Descriptions

The following New Position, New Descriptions were available for First Reading:

- Business Analyst 2
- Business Analyst 3

First Reading, Existing Position, Revised Description - Project Administrator

The following Existing Position, Revised Descriptions were available for First Reading:

- Project Administrator
- Special Projects Coordinator
- Business Operations Supervisor.”

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. Jay Franklin moved, seconded by Mrs. Gwen Browning , “that the following personnel items be approved:

RESIGNATIONS

- **MARJORY DOMBACH**, Teacher, Autism Support Program, effective November 17, 2017. Reason: Retirement after more than 16 years of continuous CAIU service.

- **BOBBI JO ELY**, Lead Accountant, Administrative Team - Business, effective September 22, 2017. Reason: Employee accepted a position with Danville Area School District.
- **JILL HENIG**, Physical Therapist, OT/PT Program, effective September 29, 2017. Reason: Retirement after 18 years of continuous CAIU service.
- **NANCY MAUST**, Educational Coach, Student Services Team, effective April 12, 2017. Reason: Retirement after more than 14 years of continuous CAIU service.
- **KATHRYN PERTA**, Personal Care Assistant, Emotional Support Program, effective September 8, 2017. Reason: Retirement after more than 4 years of continuous CAIU service.
- **SANDRA POTTIEGER**, Educational Paraprofessional, Autism Support Program, effective September 29, 2017. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **ELIZABETH ADGIE**, part-time Educational Paraprofessional, Early Intervention Program, effective September 18, 2017. Base salary of HS+30, Step 1, \$18,253 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.
- **SARAH BARNABAS**, Physical Therapist, OT/PT Program, effective September 18, 2017. Base salary of Masters + 60, Step 10, \$65,075 for 189 days of service will be prorated for a total of 154 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **MELISSA COUSIN**, Long Term Substitute Remedial Specialist, ANPS Program, effective October 6, 2017 – March 2, 2018. Base salary of Masters, Step 10, \$59,514 for 189 days of service will be prorated for a total of 93 days. This is a replacement position funded through the ANPS budget.
- **STEPHANIE CRATER**, Long Term Substitute Remedial Specialist, ANPS Program, effective September 18, 2017 – December 21, 2017. 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 ANPS budget.
- **DANIELLE DESANTIS**, School Counselor, ANPS Program, effective September 5, 2017. Base salary of Masters+15, Step 5, \$52,916 for 189 days of service will be prorated for a total of 175 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **SARAH DIEHL**, part-time Educational Paraprofessional, Early Intervention Program, effective August 31, 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 MAWA budget.
- **RACHEL GUERRA**, Teacher, Emotional Support Program, effective August 28, 2017. Base salary of Masters+15, Step 4, \$51,734 for 189 days of service will be prorated for a total of 182 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JUDY HOFFMAN**, Teacher, Capital Area Mental-health Program, effective September 25, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated for a total of 162 days with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **SETH IMBODEN**, Educational Paraprofessional, Autism Support Program, effective September 14, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 172 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **SHANE LENTZ**, Data Systems Supervisor, Student Services Team, effective September 11, 2017. Base salary of \$78,500 for 12 months of service, prorated for a total of 210 days through June 30, 2018. This is a replacement position funded through the CORE budget.

- **MARISA MAGARO**, part-time Physical Therapist, OT/PT Program, effective August 21, 2017. Base salary of Masters+60, Step 3, \$54,965 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 OT/PT budget.
- **GLENN MAZZEI**, Technology Support Specialist, Technology Team, effective September 25, 2017. Base salary of \$36,476 for 12 months of service, prorated for a total of 200 days through June 30, 2018. This is a replacement position funded through the General Operating budget.
- **SUANN MCAFEE**, Educational Paraprofessional, Emotional Support Program, effective September 13, 2017. 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.
- **APRIL RIVES**, part-time Job Coach, Transition Services Program, effective September 5, 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 new position funded through the Transition Services budget.

CHANGE OF STATUS

- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, change in leave of absence start date from September 5, 2017 to August 28, 2017. Employee will now be using accumulated paid leave time from August 28, 2017 – the morning of September 26, 2017 for a total of 20.5 paid days and without pay will be from the afternoon of September 26, 2017 – December 1, 2017 for a total of 39.5 unpaid days. Employee's child-rearing leave will now be from December 2, 2017 – June 28, 2018.
- **SARAH HOFFEE** Speech and Language Clinician, Early Intervention Program, change in leave of absence return to work date from September 18, 2017 to January 2, 2018. Employee's accumulated paid leave time will not change, but her without pay will now be from August 21, 2017 – October 20, 2017 for a total of 41 unpaid days. Employee's child-rearing leave will then be from October 23, 2017 – December 15, 2017.
- **LISA SLOVER**, Teacher, Autism Support Program, change in resignation effective date from October 19, 2017 to August 31, 2017.
- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, change in leave of absence return to work date from October 9, 2017 to September 25, 2017.

CHANGES OF SALARY

- **LISA KLINGLER**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective July 1, 2017. Salary will be based on a Masters + 15, Step 10, \$60,794, for 189 days of service.

LEAVES OF ABSENCE

- **JOANNE KLISS**, Occupational Therapist, OT/PT Program, leave of absence effective September 25, 2017 – September 29, 2017. Leave is requested using accumulated paid leave for a total of 5 days and is in accordance with CAIU and FMLA policies.
- **CHERYL RUDAWSKI**, Curriculum Specialist, Curriculum Team, leave of absence effective September 19, 2017 – October 31, 2017. Leave is requested using accumulated paid leave for a total of 31 days and is in accordance with CAIU and FMLA policies.
- **LEIGH SHANNON**, Remedial Specialist, ANPS Program, leave of absence effective September 19, 2017 – December 22, 2017. Leave is requested using accumulated paid leave from September 19, 2017 – October 11, 2017 for a total of 16 paid days and without pay from October 12, 2017 – December 15, 2017 for a total of 44 unpaid days. Employee will then take child-rearing leave of absence from December 18, 2017 – December 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.

- **CYNTHIA WALKER**, Access Program Coordinator, Student Services Team, leave of absence effective August 16, 2017 – September 1, 2017. Leave is requested using accumulated paid leave from August 16, 2017 – August 28, 2017 for a total of 9 full days. Employee will then work half days, also using paid leave from August 29, 2017-September 1, 2017 for a total of 4 half 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 Member's review. Mrs. Mortzfeldt shared several highlights from her report during the team updates.

President's Report

Mrs. Jean Rice thanked the Board for being at the Board meeting. She shared her appreciation for their attendance.

Board Member Sharing of Information

- Mr. Samples apologizes for his lack of attendance.
- PSBA Delegate Conference next month.

Information Items

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

- Hill Top Academy Back to School Night Invitation
- 9.13.17 SAC Meeting Minutes

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 26, 2017, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Jay Franklin moved, seconded by Dr. Elisabeth McLean, “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 9:47 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary