

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

October 26, 2017

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 26, 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, Ms. Gwen Browning (arrived after roll call), Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mr. Wilbur Wolf (12)
Members not in attendance were: Mr. David Barder, Mr. Ken Ewing, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Ms. Ausha Green, Mr. John Salov, and Mr. J. Bruce Walter (7)
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: Len Kapp and Dave Martin
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Dr. Janilyn Elias, Program Director and Ms. Rachel Montiel, Assistant Principal at Hill Top Academy, to the meeting.
- Reports & Updates**
- Board Spotlight - Diagnostic Program Dr. Janilyn Elias, Program Director and Ms. Rachel Montiel, Assistant Principal, provided an overview of the Diagnostic Classroom at Hill Top Academy. The Diagnostic Classroom is a short-term and temporary education placement of 45 days. The class size is limited to 8 students across all grade levels. The primary purpose is an intensive and comprehensive evaluation from multiple disciplines assisting in optimizing individualized educational programming. At the conclusion of the placement, a comprehensive report is created on the student, providing general recommendations for the school district and family, for consideration in their decision for the student's educational placement and programming.
- Arriving Board Member At approximately 8:04 a.m., Ms. Gwen Browning arrived at the Board meeting.
- Announcement of CAIU Retirees There were no CAIU Retirees this month.
- CAIU Team Reports
- David Martin, Director of Technology Services, shared that the CAIU is working closely with the districts on a training initiative with the district technical staff. On Thursday, October 12th, the Technology Advisory Council (TAC) hosted their first training on JAMF at the CAIU. Cumberland Valley and Greenwood School Districts led the training and discussed different configurations and best practices. The session was very collaborative and went well. The next training session on December 14th is on Office 365.

- Technology staff members are at the Curriculum Advisory Council (CAC) conference to learn what we can do to support the current initiatives that will best support the staff and students.
- Daren Moran, Business Manager, shared the most recent update about the state budget bill. At this time, funding has continued to flow to the IU. The local auditors have completed the 2016-17 fiscal year review. They will be presenting the audit report at the November Board meeting.
- Rennie Gibson, Board Secretary, shared that the voting receipt for the 2018 PSBA Officers is available for the Board members' review.
- Cindy Mortzfeldt, Executive Director, shared that her report was available for review. She highlighted the Tinker Expo held at the CAIU, the Back to School Night at Hill Top Academy, the grant award for Hill Top Academy to establish parent and community partnerships, and the work by CAIU with the nonpublic schools through Equitable Participation funding. She invited the Board members to attend the Preschool Program's first Social Emotional Literacy Night on November 8th and the Thanksgiving Luncheon at Hill Top Academy on November 16th.

Approval of Minutes

Mr. Wilbur Wolf moved, seconded by Dr. Layne Lebo, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 28, 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 Board Search Committee

The Board Search Committee has reviewed applications and 1st round interviews are taking place. Focus group meetings continue to be held with staff, parents, and district stakeholders.

Treasurer's Report

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

Treasurer's Report – September 2017

September 2017 Treasurer's Report – a total of \$8,604,660.89 in receipts and \$9,413,466.98 in expenditures

Payment of Bills – September 2017

September 2017 Payment of Bills

Summary of Operations – September 2017

September 2017 Summary of Operations (as of October 12) showing revenues of \$89,847,178.89 and expenses of \$90,291,962.10

September 2017 Summary of Operations showing revenues of \$13,762,061.05 and expenses of \$11,835,384.28."

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

Budget Administration

There were no budget administration items.

Other Fiscal Matters

There were no fiscal matters.

Other Business Item

Ms. Gwen Browning moved, seconded by Mr. Eric Samples, "that the following **Other Business Items be approved:**

2018-2021 CAIU Comprehensive Plan

2018-2021 CAIU Comprehensive Plan."

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

Ratification of Act 93 Plan **Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin,** “to approve the ratification of the Act 93 Plan with amendments approved during the September 28, 2017, Board meeting, and which has had the appropriate legal review of the solicitor.”

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

Policies & Programs **Dr. Layne Lebo moved, seconded by Mr. Eric Samples,** “that the following Policies and Programs be approved:

Approval of Calendar Modification – Act 80 Days
 Approval of Calendar Modification – Act 80 Days as follows: Due to district building schedules and requests, the IU Act 80 day from March 9, 2018 will be rescheduled to October 20, 2017. This only applies to the CAIU operated classroom at Dillsburg Elementary in Northern York County SD.
 Due to a schedule change for the annual CEA (Corrections Education Association) Conference, the IU Act 80 day from June 14, 2018 will be rescheduled to June 1, 2018. This only applies to the CAIU operated classes at Loysville Youth Development Center.

First Reading Revised Policies
 The following policies were available for first reading:
 #103 - Nondiscrimination in Educational Programs/Services
 #104 - Nondiscrimination in Employment Practices
 #819 - Suicide Awareness, Prevention and Response.”

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. Eric Samples,** “that the following Job Descriptions be approved:

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

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

- Business Analyst 2
- Business Analyst 3

Second Reading, Existing Position, Revised Description - Project Administrator
 The following Existing Position, Revised Descriptions were available for Second Reading:

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

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

First Reading, Existing Position, Revised Description - Lead Custodian
 First 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 Mr. Wilbur Wolf, “that the following personnel items be approved:

RESIGNATIONS

- **CARLY COALSON**, Remedial Specialist, ANPS Program, effective November 22, 2017. Reason: Employee is moving out of the area.
- **SUSAN LAIRD**, School Counselor, ANPS Program, effective December 22, 2017. Reason: Retirement after more than 15 years of continuous CAIU service.
- **KAREN SHENK**, Educational Consultant, Training and Consultation Program, effective December 21, 2017. Reason: Personal.
TAMARA SCHULZ, Certified Occupational Therapist Assistant, OT/PT Program, effective October 27, 2017. Reason: Personal.
- **BARBARA SWENSON**, Floater Teacher, Student Services Team, effective October 12, 2017. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **BETHANY CHASTEEN**, Personal Care Assistant, Autism Support Program, effective October 2, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 157 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **JACKIE CHERRYBON**, part-time Secretary, Early Intervention Program, effective October 23, 2017. Employee will be paid at the Range 4 rate of \$18.00 per hour and will work 12 months. This is a replacement position funded through the MAWA budget.
- **SAMUEL MARLIN**, Personal Care Assistant, Emotional Support Program, effective October 9, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 153 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **DONNA MOLL**, Teacher, Autism Support Program, effective October 24, 2017. Base salary of Masters + 30, Step 5, \$54,343 for 189 days of service will be prorated for a total of 144 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

CHANGE OF STATUS

- **MELISSA COUSIN**, Long Term Substitute Remedial Specialist, ANPS Program, change in start date of assignment from October 6, 2017 to October 3, 2017, resulting in an increase of days from 93 to 96.

LEAVES OF ABSENCE

- **PATRICIA BENNER**, Remedial Specialist, ANPS Program, leave of absence October 11, 2017 – February 28, 2018. Leave is requested using accumulated paid leave from October 11, 2017 – October 24, 2017 for a total of 10 paid days and without pay from October 25, 2017 – January 18, 2018 for a total of 50 unpaid days. Employee will then take child-rearing leave of absence from January 19, 2018 – February 28, 2018 for an additional 28 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **DAVE HARPER**, Teacher, Loysville Youth Development Center, leave of absence effective August 17, 2017 – October 13, 2017. Leave is requested using accumulated paid leave for a total of 35 days and is in accordance with CAIU and FMLA policies.
- **THERESA KINSINGER**, Director of Organizational Services, Administrative Team, leave of absence effective October 20, 2017, on an intermittent basis through November 2, 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. She invited the Board Members to attend the Hill Top Turkey Day Luncheon on November 16, 2017.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance. She attended the Hill Top Academy Open House and shared how she enjoyed her visit.
Board Member Sharing of Information	Ms. Gwen Browning introduced Melanie Gurgiolo who will be replacing Ms. Browning on the CAIU board in December.
Information Items	The following information items were attached for the Board's review: <ul style="list-style-type: none"> • 10.11.17 SAC Meeting Minutes • Hill Top Turkey Day Invitation
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 November 16, 2017, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mr. Eric Samples moved, seconded by Ms. Gwen Browning, "that the meeting is adjourned."</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> <p>At 9:01 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary