

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**August 25, 2016
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 25, 2016, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** 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.
- 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, Ms. Gwendolyn Browning, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Jay Franklin (arrived after roll call), Mrs. Barbara Geistwhite, Ms. Ausha Green, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mrs. Jean Rice, Mr. Eric Samples, and Mr. Wilbur Wolf (13)
Members not in attendance were: Mr. Terry Cameron, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. John Salov, Mr. Ford Thompson, and Mr. J. Bruce Walter (6)
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: Theresa Kinsinger, Alicia McDonald, David Martin, Brian Griffith, Len Kapp, Dr. Rhonda Brunner and Shannon Murphy.
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed Shannon Murphy, CAEA representative to the meeting.
- Reports & Updates**
- Announcement of CAIU Retirees The Board announced the following retirement of Joan Gillis, Educational Consultant, Curriculum, retirement after 7 years of service.
- Arriving Board Member Mr. Jay Franklin arrived to the Board Meeting at approximately 8:10 am.
- August Board Spotlight - Introduction of New Administrators. Alicia McDonald, Director of Student Services, introduced two new CAIU Administrators: **Rachel Montiel**, new Assistant Principal at Hill Top Academy, comes to the CAIU from Steelton-Highspire where she served as the elementary school principal, after previously teaching in Harrisburg School District. Mrs. Montiel is a special educator who completed her student teaching in the MDS/LSS program at the CAIU and she is very excited to be back here as an employee. **Kathy Gottlieb**, new program supervisor, replacing Cynthia Shiraki, will be supervising the preschool and school-age OTs & PTs, the ELECT grant staff, nurses, district-based social workers. Mrs. Gottlieb will start at the CAIU on September 20th. She comes to the CAIU after a career at Camp Hill School District where she held many roles, most recently serving as the Director of Student Services. Mrs. Gottlieb is looking forward to focusing on program supports at the CAIU.

Discussion of PSBA 2016 Election - Slate of Candidates	The Board had a brief discussion of the PSBA Slate of Candidates. A vote will take place at the September Board meeting. Rennie Gibson, Board Secretary, shared that a link to the bios for each candidate can be accessed through our board agenda item.
Executive Session	At 8:10 a.m. the Board entered into Executive Session to discuss an update on negotiations.
REGULAR BOARD MEETING	At 8:37 a.m. the Board reconvened the Regular Board Meeting.
Board Agenda Amendment	Mr. Wilbur Wolf moved seconded by Dr. Fred Baldwin, “that the Board agenda be amended with an additional voting item, #14.2 - Resolution to approve the Collective Bargaining Agreement between CAIU and Capital Area Education Association effective July 1, 2016 – June 30, 2019.” Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Approval of Minutes	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of July 28, 2016 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	There were no Board Committee Reports.
Treasurer’s Report	Mrs. Judith Quigley moved, seconded by Mr. Jay Franklin, “that the following fiscal items be approved:
Treasurer’s Report	July 2016 Treasurer’s Report – total of \$5,362,285.20 in receipts and \$6,377,526.59 in expenditures
Payment of Bills	July 2016 Payment of Bills
Summary of Operations – June 2016	June 2016 Summary of Operations (as of August 8, 2016) showing revenues of \$85,557,247.53 and expenses of \$79,620,288.42
Summary of Operations – July 2016	July 2016 Summary of Operations showing revenues of \$2,760,799.38 and expenses of \$3,531,157.63.” 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	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the following other fiscal matters be approved:
2016-17 Special Education Contracts	2016-17 Special Education Contracts for the following: Lower Dauphin SD and Susquehanna Township SD.” 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	Mr. Wilbur Wolf moved, seconded by Mrs. Judith Quigley , “that the following Other Business Item be approved:
Approval of 2016-17 Board Committees	Approval of 2016-17 Board Committees.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies	Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite , “that the following Policies be approved:
Second Reading, New Policies	The following New Policies were approved: <ul style="list-style-type: none"> • #224 - Care of IU Property • #238 - Releasing Students to Agencies • #804 - School Day • #810 - Transportation
First Reading, Revised Policy	First Reading of Revised Policy #004 – Membership. ”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	Mrs. Judith Quigley moved, seconded by Mr. Eric Samples , “that the following Job Descriptions be approved:
First Reading, Existing Position, Revised Description	First Reading of the following Existing Positions, Revised Descriptions: <ul style="list-style-type: none"> • Data Specialist • Online Learning Support Administrator.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Personnel Items	
RESIGNATIONS	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite , “that the following personnel items be approved: <ul style="list-style-type: none"> • KIMARIE BROWN, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal. • LYNN COBB, Educational Paraprofessional, Emotional Support Program, effective June 3, 2016. Reason: Completing college internships. • JOSEPH GRUM, Personal Care Assistant, Autism Support Program, effective June 3, 2016. Reason: Accepted a position outside of the Capital Area Intermediate Unit. • CAITLIN HANCOX, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Accepted a position outside of the Capital Area Intermediate Unit. • KATIE JOHN, Personal Care Assistant, Emotional Support Program, effective June 3, 2016. Reason: Personal. • KATHERINE KLOPP, Educational Paraprofessional, Early Intervention Program, effective July 28, 2016. Reason: Personal. • VIVEK SHANTHARAM, Personal Care Assistant, Autism Support Program, effective June 9, 2016. Reason: Moved to California. • JESSICA SMITH, Psychologist, Pupil Services Program, effective June 3, 2016. Reason: Accepted a position with West Shore School District.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **KRISTIN WILSON**, Teacher, ESL Program, effective June 3, 2016. Reason: Personal.
- **AMY YOUNG**, Personal Care Assistant, Emotional Support Program, effective July 28, 2016. Reason: Accepted a position with Central Dauphin School District.
- **TAMARA BECKENBAUGH**, Teacher, Multiple Disabilities Program, effective August 29, 2016. Base salary of Masters + 30, Step 13, \$67,175 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 Multiple Disabilities budget
- **JAN CUVA-PRIMMER**, Mental Health Worker, ELECT Program, effective for the 2016-2017 school year. Base salary of Bachelors, Step 15, \$48,938 for 189 days of service with additional new hire days as required. This is a new position funded through the ELECT budget.
- **ARIEL FRANCHAK**, part-time Long Term Substitute Remedial Specialist, ANPS Program, effective for the 2016-2017 school year. Base salary of Masters +30, Step 4, \$51,813 for 189 days of service, prorated for 145 days. This is a replacement position funded through the Act 89 budget.
- **JESSICA GUNTZ**, Teacher, Emotional Support Program, effective for the 2016-2017 school year. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **TONYA HATTER**, Social Worker, Pupil Services Program, effective for the 2016-2017 school year. Base salary of Masters, Step 7, \$53,046 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **KRISTIN HOOVER**, Teacher, CATES Program, effective for the 2016-2017 school year. Base salary of Masters + 60, Step 5, \$55,849 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.
- **SHAHARA JOHNSON**, Personal Care Assistant, Emotional Support Program, effective for the 2016-2017 school year. Base salary of HS + 30, Step 1, \$18,003 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **SUZANNE KNOUSE**, Teacher, CATES Program, effective for the 2016-2017 school year. Base salary of Masters, Step 15, \$69,116 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.
- **ROSANNA LEE**, Teacher, Autism Support Program effective for the 2016-2017 school year. Base salary of Bachelors, Step 3, \$45,029 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **COLETTE MEDLIN**, Speech and Language Clinician, Early Intervention Program, effective for the 2016-2017 school year. Base salary of Masters, Step 9, \$56,328 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, CATES Program, effective August 8, 2016 – October 31, 2016. Base salary of HS + 30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 53 days. This is a replacement position funded through the CATES budget.
- **LAURA MORTON**, Social Worker, Pupil Services Program, effective for the 2016-2017 school year. Base salary of Masters, Step 1, \$46,350 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.

- **M. ELIZABETH MOYER**, Teacher, Loysville Youth Development Center, effective for the 2016-2017 school year. Base salary of Masters, Step 8, \$54,621 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.
- **ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, effective for the 2016-2017 school year. Base salary of HS + 30, Step 1, \$18,003 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **KAREN ROBBINS**, Teacher, Emotional Support Program, effective for the 2016-2017 school year. Base salary of Bachelors, Step 14, \$63,743 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **JENNIFER SMERALDO**, Teacher, Emotional Support Program, effective for the 2016-2017 school year. Base salary of Masters, Step 3, \$48,056 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **MICHAEL URICH**, Teacher, Loysville Youth Development Center, effective for the 2016-2017 school year. Base salary of Bachelors, Step 15, \$66,097 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.

CHANGE OF STATUS

- **KRISTA CARR**, Teacher, Early Intervention Program, change in leave of absence return to work date from September 19, 2016 to July 28, 2016.
- **STEFAN MOYER**, from Technology Support Specialist to Technology Support Specialist III, Technology Team, effective July 1, 2016. Change of status results in a change of salary to \$43,270 for 12 months of service. This is a replacement position funded through the General Operating budget.
- **DAVID NICHOLS**, from Application Support Coordinator to Technology Support Supervisor, Technology Team, effective July 1, 2016. Change of status results in a change of salary to \$53,000 for 12 months of service. This is a new position funded through the General Operating, Comprehensive Planning, and CAOLA budgets.
- **NICOLE REDCROSS**, from Educational Paraprofessional to Teacher, Emotional Support Program, effective for the 2016-2017 school year. Change of status results in a change of salary to Bachelors, Step 1, \$43,322 for 189 days of service. This is a replacement position funded through the Emotional Support budget.
- **KATHRYN SNYDER**, from Personal Care Assistant to Educational Paraprofessional/Licensed Practical Nurse (LPN), Autism Support Program, effective for the 2016-2017 school year. Change of status results in payment of \$2,950 stipend for completing LPN duties. This will be paid through the Autism Support budget."

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

Approval of Collective Bargaining Agreement

Mr. Wilbur Wolf moved, second by Mr. Jay Franklin, "to ratify and approve the Collective Bargaining Agreement between CAIU and Capital Area Education Association effective July 1, 2016 – June 30, 2019."

Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mr. David Barder, yes; Ms. Gwendolyn Browning, yes; Mr. Robert Copeland, yes; Mrs. Judy Crocenzi, yes; Mr. Jay Franklin, yes; Mrs. Barbara Geistwhite, yes; Ms. Ausha Green, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; and Mr. Wilbur Wolf, yes. (13 – yes; 0 - no)

Executive Director's Report

The Executive Director's Report was available for the Board Members' review. Mrs. Mortzfeldt shared information about the CAIU opening week activities, new employee orientation and her visit with Dr. Chester Mummau, new superintendent at Shippensburg Area SD. She invited the board members to the My Bike presentation planned for Monday, August 29 at 2:00 p.m. She also provided an overview of the 2016-17 CAIU Organizational Goals.

President's Report

Mrs. Jean Rice thanked the board for their attendance.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that several new staff members have recently been hired in the Student Services Department. She also introduced Rachel Montiel, the new Assistant Principal at Hill Top Academy, and Kathy Gottlieb, new program supervisor, who will be supervising OT/PT and some of the Pupil Services staff. She has begun the 2015-16 Reconciliation process for the School age contracts. Schoolwide Positive Behavior Instructional Support (PBIS) is being implemented at Hill Top Academy. Please Save the Date for a November 15th Open House for Project Search at Hershey Medical Center.
- Theresa Kinsinger, Director of Organizational Services, shared that the recent New Employee Orientation was a success and there will be another session in October. She has made it a goal to chart where new hires are coming from and where staff who are leaving will be going. The 2016-2017 Education Directory will soon be published on the CAIU website.
- Len Kapp, Supervisor, Operations and Transportation, shared that the Hill Top Academy driveway project is nearing completion. He provided an update on the Enola driveway culvert project and summarized the work he is doing with Derry Township to provide transportation to their students with special needs.
- Brian Griffith, Director of Curriculum Services, shared that districts have received Keystone and PSSA data from last school year. The scores increased across the state in math and are at least the same or higher in reading. Plans have been made for the second year-long South Central PA Consortium for Excellence and Equity (SCPCEE).
- David Martin, Director of Technology Services, shared that the Next Generation Firewall and WAN upgrade is enhancing service to our districts. Three CAIU districts are piloting large amounts of bandwidth, and three districts have borrowed a CAIU robot for use at their sites.
- Daren Moran, Business Manager, shared that the Business Office is closing out the 2015-16 fiscal year. Auditors will be on site near the end of September.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about several of the service projects that CAIU staff have developed as part of our All Staff Day service opportunities. Two books being used in the Superintendent Book Studies and the one book is authored by Paul Gorski, one of the presenters for the SCPCEE.
- Cindy Mortzfeldt, Executive Director, shared information about opening week activities, new employee orientation and her visit with Dr. Chester Mummau, new superintendent at Shippensburg Area SD. She invited the board members to the My Bike presentation planned for Monday, August 29 at 2:00 p.m. She also provided an overview of the 2016-17 CAIU Organizational Goals.

Board Member Sharing of Information

Mr. Eric Samples asked about the robots and if we are lending them out to districts. Dave Martin reported that we have three robots, all of which, are currently being lent out to local school districts. Mr. Samples inquired about the process and if we are available to present to his Board members.

Information Items

There were no other Information Items.

**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 September 22, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Jay Franklin moved, seconded by Dr. Fred Baldwin, “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 9:24 a.m. the meeting adjourned.

Rennie Gibson,
Board Secretary