

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 22, 2016

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 22, 2016, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING

At 8:02 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 8:02 a.m., the Board entered into Executive Session to discuss legal matters.

REGULAR BOARD MEETING

At 8:32 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

Members in attendance were: Dr. Fred Baldwin, Mr. David Barder, Ms. Gwendolyn Browning, Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Ms. Ausha Green, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (16)

Members not in attendance were: Mrs. Judith Quigley, Mr. John Salov and Mr. Eric Samples(3)

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: Brian Griffith, Theresa Kinsinger, Alicia McDonald, Dave Martin, Len Kapp, Dr. Rhonda Brunner

Board Member Resignation

Mrs. Gwen Browning moved, seconded by Mr. Wilbur Wolf, “to accept the resignation of Mrs. Judith Quigley, Mechanicsburg Area School District, from the CAIU Board of Directors effective December 9, 2016.”

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

Appointment of New CAIU Board Member

Mr. Jay Franklin moved, seconded by Dr. Fred Baldwin, “that Dr. Layne Lebo, Mechanicsburg Area School District, be appointed to fill an unexpired term of December 22, 2016 - June 30, 2017.”

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

Election of New Vice President to fill unexpired term

Mrs. Barb Geistwhite, Nominating Committee Chair, nominated Mr. Jay Franklin to fill the vacancy of the office of Vice President for the unexpired term of December 22, 2016 – June 30, 2017.

Dr. Fred Baldwin moved, seconded by Ms. Gwen Browning, “that Mr. Jay Franklin be nominated to serve as Vice President for the unexpired term of December 22, 2016 – June 30, 2017.”

Mrs. Barb Geistwhite asked if there were any further nominations from the floor.

Hearing none, **Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi** “that the nominations to fill the vacancy of Vice President be closed.”

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

There was no public in attendance.

Reports & Updates

Monthly Board Spotlight – Overview of CAIU Finances

Daren Moran provided an overview of the 2017-18 General Operating Budget including the timeline and approval process.

Announcement of CAIU Retirees

The CAIU Board of Directors recognized the following CAIU Retirees:

- **Marita Lautsch**, Program Secretary, retirement after 10 years of service.
- **William Mercer**, Personal Care Assistant - CATES Program, retirement after 7 years of service.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared information that the CAIU now has three adaptive bikes and staff is able to complete the bike fittings for the My Bike program.
- Theresa Kinsinger, Director of Organizational Services, shared that she has discussed Fair Labor Standards Act implications and changes to emergency certification requirements with Human Resources district staff and information about the Decima award, which honors a staff member for their dedication to children with special needs.
- Len Kapp, Supervisor, Operations and Transportation, shared that his team is ready for winter weather.
- Brian Griffith, Director of Curriculum Services, shared that PDE is creating a plan to implement Every Students Succeeds Act (ESSA), which involves recommendations to shorten assessments by one day per assessment area and for eighth graders to only take one assessment in math.
- Daren Moran, Business Manager, shared an overview of the CAIU Finances and the 2017-2018 General Operating Budget.
- David Martin, Directory of Technology Services, shared that the WAN and Internet bid presentations will be held after the holiday break. He also shared a video clip from ABC27 and East Pennsboro Area School District related to their use of the CAIU’s telepresence robot with a homebound student.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about leadership initiatives and CAIU staff service projects.
- Cindy Mortzfeldt, Executive Director, shared that she visited the My Bike program presentation at AFSCME headquarters in Harrisburg. She also had an opportunity to visit the CAIU classes at Pennsylvania Psychiatric Institute (PPI) and helped the students with building their gingerbread house. She congratulated Rhonda on her completion of the yearlong Executive in Residence program through the Association of Educational Service Agencies (AESAs).

Departing Board Members	Mrs. Judy Crocenzi departed the Board meeting at 9:05 am.
Recognition of Departing Board Member	The Board Recognized departing Board Member, Mrs. Judith Quigley, Mechanicsburg Area School District and thanked her for her dedicated service and commitment to the students, staff, and region.
Approval of Minutes	Mr. Jay Franklin moved, seconded by Mr. Wilbur Wolf “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of November 17, 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 Report	There were no Board Committee Reports. Board Finance committee congratulated Daren on putting budget together
Treasurer’s Report	Mr. Wilbur Wolf moved, seconded by Dr. Elisabeth McLean , “that the following fiscal items be approved:
Treasurer's Report - November 2016	November 2016 Treasurer's Report - a total of \$4,086,866.55 in receipts and \$4,550,978.29 in expenditures
Payment of Bills - November 2016	November 2016 Payment of Bills
Summary of Operations November 2016	November 2016 Summary of Operations showing revenues of \$33,689,872.93 and expenses of \$24,500,800.84.” 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. Ford Thompson moved, seconded by Mr. Wilbur Wolf “that the following Budget Administration item be approved:
Proposed 2017-18 General Operating Budget (1st Reading)	Proposed 2017-18 General Operating Budget (1st Reading).” 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. Ken Ewing moved, seconded by Dr. Fred Baldwin “that the following Other Fiscal item be approved:
2015-16 Local Audit	2015-16 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	No Other Business Items.
Departing Board Members	9:49 a.m. Dr. Elisabeth McLean departed the meeting.
Policies	Mr. Wilbur Wolf moved, seconded by Mr. Ken Ewing , “that the following policies be approved:
Second Reading, Revised Policies	Second Reading, Revised Policies: <ul style="list-style-type: none"> • Policy #007 – Distribution • Policy #331 – Job Related Expenses • Policy #336 – Personal Necessity Leave
First Reading New Policy	Dr. Fred Baldwin moved, seconded by Mr. J. Bruce Walter , “that the First Reading, New Policy #810.2 - Driver History Records be removed from the agenda.” 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. David Barder moved, seconded by Mr. Wilbur Wolf , “that the following job description be approved:
First Reading, New Position, New Description - Account Manager	First Reading, New Position, New Description - Account Manager.” 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 Mr. Wilbur Wolf , “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • MARITA LAUTSCH, Program Secretary, Early Intervention Program, effective December 30, 2016. Reason: Retirement after more than 10 years of continuous service. • WILLIAM MERCER, Personal Care Assistant, CATES Program, effective December 30, 2016. Reason: Retirement after more than 7 years of continuous service. • KELSIE PAXTON, Educational Paraprofessional, Dual Diagnosis/Emotional Support Programs, effective December 5, 2016. Reason: Personal. • MICHAEL ZIMMERMAN, Educational Paraprofessional, Multiple Disabilities Support Program, effective December 5, 2016. Reason: Employee accepted a position with Harrisburg School District.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<ul style="list-style-type: none"> • SHAWN BENNAGE-GREGORY, part time Floater Educational Paraprofessional, Student Services Team, effective December 9, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on number of days worked and with additional new hire days as required. This is a replacement position funded through the Classroom budget. • PATSY CONFER, Educational Paraprofessional, CATES Program, effective November 21, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 122 days with additional new hire days as required. This is a new position funded through the CATES budget.

- **SAMANTHA GRUBBS**, Educational Paraprofessional, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH HALFORD**, Personal Care Assistant, Autism Support Program, effective November 29, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **STACY IRVIN**, Personal Care Assistant, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 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 Autism Support budget.
- **ELIZABETH JENSEN**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **BRIDGET MADDEN**, Social Worker, CATES/Pupil Services Program, effective January 3, 2017. Base salary of Masters, Step 4, \$49,744 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the CATES/Pupil Services budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective January 5, 2017 – June 9, 2017. Base salary of Masters + 60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days worked. This is a new position funded through the Pupil Services budget.
- **GRETCHEN SHIELDS**, Educational Paraprofessional, Emotional Support Program, effective December 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 110 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **BARBARA SWENSON**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 1, \$44,247 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **GILLIAN WITHERS**, Nurse, Pupil Services Program, effective December 12, 2016. Base salary of 90% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 110 days with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **SHANNON ELLISON**, from Long Term Substitute Teacher, Emotional Support Program to full-time permanent Floater Teacher effective January 3, 2017. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$44,747 for 189 days of service which will be prorated for a total of 100 days. This is a new position funded through the Classroom budget.
- **RENNIE GIBSON**, Administrative Assistant, Administration Team, change from Exempt status to Non-Exempt status based on review of Fair Labor Standards Act (FLSA) rules, effective December 1, 2016.
- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, rescinding leave of absence request, effective December 5, 2016.

CHANGE OF
STATUS

LEAVES OF
ABSENCE

- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, Autism Support Program, change in end date of assignment from December 22, 2016 to June 2, 2017, resulting in an increase of days from 88 to 188.
- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, leave of absence December 13, 2016 – January 31, 2017. Leave is requested using accumulated paid leave for a total of 27 days.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective October 5, 2016 through December 23, 2016. Leave is requested using accumulated paid leave for a total of 50 days and is in accordance with CAIU and FMLA policies.
- **JILL JOHNSON**, Communications Facilitator, Deaf/Hard of Hearing Program, intermittent FMLA leave through December 4, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **ANN VACCHIANO**, Teacher, Project Search Program, leave of absence November 22, 2016 – December 22, 2016. Leave is requested using accumulated paid leave for a total of 17 days and is 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 22, 2016:
Kelly Evans.”

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 and also wished everyone Happy Holidays.

**President's
Report**

Mrs. Jean Rice thanked the board for their attendance and wished everyone a Merry Christmas and safe travels.

**Board Member
Sharing of
Information**

- Mrs. Barbara Geistwhite, Cumberland Valley SD, reported that they have received bids for their new elementary and middle schools.
- Mr. Jay Franklin, Derry Township SD, wished everyone a Merry Christmas.

**Information
Items**

The following information items were available for the Boards' review:

- Link to abc27 news article on child with leukemia (EPSD) using robot
- Superintendents' Advisory Council (SAC) Meeting minutes from 12/14/2016

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

Adjournment

Mr. Jay Franklin moved, seconded by Mrs. Barb Geistwhite, "that the meeting is adjourned."

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

At 9:55 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary