

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**June 23, 2016
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 23, 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.
Executive Session	At 8:05 a.m. the Board entered into Executive Session to discuss personnel matter.
REGULAR BOARD MEETING	At 8:30 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. Michael Berk, Ms. Ausha Green, Mrs. Judith Quigley, Mrs. Jean Rice, Mr. John Salov, Mr. Eric Samples, and Mr. Wilbur Wolf (8)</p> <p><u>Members not in attendance were:</u> Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mr. Ford Thompson, Mr. J. Bruce Walter and Mrs. Trudy Withers (11)</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> Theresa Kinsinger, Alicia McDonald, Brian Griffith, David Martin, Len Kapp and Dr. Rhonda Brunner</p>

Mrs. Rennie Gibson, Board Secretary, announced that there is an absence of a quorum with only eight Board members in attendance.

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 July 28, 2016 Board of Directors Meeting.

Recognition of the Public: Items Specific to the Agenda Mrs. Jean Rice welcomed Mr. Mark Hennes, CAIU Special Projects Supervisor, to the meeting.

Reports & Updates

Board Spotlight - Blended Learning Grant Mark Hennes shared an overview of the Blended Learning Planning and Implementation Grants process. He also shared information about the CAIU's work with East Pennsboro Area SD and the 3 year implementation plan for personalized learning in their middle school.

Announcement of CAIU Retirees

The Board announced the following retirees:

- **Brian Mitten**, Mental Health Treatment Specialist, CATES Program, retirement after 16 years of service
- **Cheryl Cope**, EPP, Transition Services Program, retirement after 14 years of service
- **Jacqueline Wilson**, EPP, Transition Services Program, retirement after 19 years of service
- **Kathleen Pivovarnick**, Teacher Transition Services Program, retirement after 30 years of service
- **Kathy Styer**, PCA, Multiple Disabilities Program, retirement after 30 years of service
- **Michael Petersen**, Teacher, Loysville YDC, retirement after 6 years of service
- **Marsha Kubisiak**, Nurse, Pupil Services, retirement after 19 years of service
- **Kathleen Eich**, Educational Consultant, Curriculum Team, retirement after 36 years of service
- **Ruta Kretulskie**, Teacher, Loysville YDC, retirement after 6 years of service

CAIU Team Reports

- **Len Kapp**, Supervisor of Operations and Transportation, provided additional details about the culvert/ sinkhole project at Enola and the reconfiguration of the parking lot and driveway to allow for more efficient staging of vans for drop off and pick up of students at Hill Top Academy.
- **Theresa Kinsinger**, Director of Organizational Services, shared that human resources is posting and processing applications and interviews are taking place for vacant positions. The CAIU will begin using SDIC workers' compensation insurance which comes with a cost savings and greater efficiency for our organization.
- **Alicia McDonald**, Director of Student Services, shared that Early Intervention staff recently held a carnival for families and children with 400 people in attendance. There were a total of 11 graduates from CAIU programs this year: 6 students at the CAIU Graduation and 5 students from Project SEARCH. The Extended School Year (ESY) program is being held at Hill Top Academy and Derry Township SD. Interviews are planned for two administrative positions. The Early Intervention administrators continue to work with PAIU to advocate for an increase in Preschool/Early Intervention funding which has been level funded for the past two years.
- **Brian Griffith**, Director of Curriculum Services, shared highlights and successes of the Blended Learning Implementation Grant which was spotlighted at the meeting by Mark Hennes, Supervisor of Special Projects.
- **David Martin**, Director of Technology Services, shared that his team is involved in an infrastructure upgrade at several sites including Diakon and Loysville. The considerations at each site include firewalls, wiring, and fiber installation. In connection to the infrastructure upgrade, there will be a new intercom system installed at Enola. The Association of Educational Service Agencies (AESA) has accepted the technology team's proposal to present on

their AgendaManager tool at their national conference in Savannah in December. The technology team is also planning a marketing campaign for AgendaManager.

- **Dr. Rhonda Brunner**, Assistant Executive Director, shared that many superintendents have participated in a book study this spring as part of their professional learning, and they have two more scheduled for next year.
- **Daren Moran**, Business Manager, shared information about the annual Audit Engagement letter. It is also the time of year when program budgets are brought to the board for approval. A Conflict of Interest acknowledgement of receipt form has been given to board members for signature to conform to a requirement under the Uniform Grants Guidance policy #827 – Conflict of Interest. We are anticipating the approval of the state budget but are simultaneously making plans for a possible Revenue Anticipation Note (RAN) if needed.
- **Rennie Gibson**, Board Secretary, shared a reminder that there is a photographer available to take board photos.
- **Cindy Mortzfeldt**, Executive Director, shared that the end of year graduations went well and shared highlights of Project Search graduation. The Cabinet Retreat focused on policy, comprehensive planning, and culture and climate at the CAIU, using the book *Work Rules* as a resource. Staff service projects are being planned and completed. The CAIU programs are closing out for the year as we are simultaneously planning for the 2016-17 school year.

Departing Board Member At 9:13 a.m. Mr. Wilbur Wolf departed the meeting.

Recognition of Departing Board Members The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:

- **Mr. Mike Berk**, South Middleton SD
- **Mrs. Trudy Withers**, Halifax Area SD

Board Committee Report Election of CAIU Board Officers will take place at the July re-organization meeting. The Board Nominating Committee is seeking Board members that are interested in serving as President or Vice President. Mrs. Jean Rice announced that she is willing to serve another term as President. Mrs. Judy Quigley also announced that she is willing to serve as Vice President for another term but will be moving sometime in the Fall.

The following Action Items are subject to ratification at the July 28, 2016 CAIU Board of Director's meeting due to lack of quorum:

Approval of Minutes	Minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 26, 2016.
Treasurer's Report	May 2016 Treasurer's Report – total of \$5,493,811.16 in receipts and \$5,979,103.89 in expenditures.
Payment of Bills	May 2016 Payment of Bills.
Summary of Operations	May 2016 Summary of Operations showing revenues of \$70,115,520.03 and expenses of \$63,495,059.99.
Budget Administration	

Proposed 2015-16 Budget Revisions	Proposed 2015-16 Budget Revision A - PA Assessments and Accountability
Proposed 2015-2017 Original Budget - Statewide System of Support	Proposed 2015-2017 Original Budget - Statewide System of Support
Proposed 2016-2017 Original Budget	<p>The following Proposed 2016-2017 Original Budgets:</p> <ul style="list-style-type: none"> • Act 89 (Non-Public Schools) • Cafeteria • Capital Area Online Learning Initiative • Capital Area School for the Arts Charter School • Diakon Center Point • Driver Education • Early Intervention ACCESS • Early Intervention • ELECT • English as a Second Language • Entrepreneurial Transportation • Financial Software Application • Hospital Education Program • IDEA Section 611 - Early Intervention • IDEA Section 611 - School Age • IDEA Section 619 - Early Intervention • Institutionalized Children's Program • International Baccalaureate Project • LLIU PaTTAN • Loysville YDC • Non-Public Auxiliary Title Program • Professional Services • Student Services • Technology Entrepreneurial • Transportation
Proposed 2016-18 Original Budget - Title II Part A - Improving Teacher Quality	Proposed 2016-18 Original Budget - Title II Part A - Improving Teacher Quality
Proposed 2016-21 Original Budget - Comprehensive Planning	Proposed 2016-21 Original Budget - Comprehensive Planning
Other Fiscal Matters	
Audit Engagement Letter	Audit Engagement Letter
Hill Top Academy Parking & Driveway Project	Hill Top Academy Parking & Driveway Project
CAIU Culvert Sink Hole Project	CAIU Culvert Sink Hole Project
2016-17 Special Education Contracts	2016-17 Special Education Contracts: Camp Hill SD, Central Dauphin SD, Cornwall-Lebanon SD, East Pennsboro Area SD, Halifax Area SD, Infinity CS, Mechanicsburg

Area SD, Middletown Area SD, Newport SD, Northern York County SD, Premier Arts and Science CS, South Middleton SD, West Perry SD, and West Shore SD

Policies

Second Reading, New Policies

Second Reading of the following **New** Policies:

- #609 - Investment of Funds
- #626 - Federal Fiscal Compliance
- #626.1 - Travel Reimbursement - Federal Programs
- #808 - Food Services
- #811 - Bonding
- #827 - Conflict of Interest

Second Reading, Revised Policies

Second Reading of the following **Revised** Policies:

- Revised Policy #614 - Payroll Authorization
- Revised Policy #619 - Intermediate Unit Audit
- Revised Policy #828 - Fraud

Proposed 2016-17 CAIU Board Meeting Dates

Proposed 2016-17 CAIU Board Meeting Dates

Job Descriptions

Second Reading, New Position, New Description - Assistant Principal

Second Reading, New Position, New Description - Assistant Principal

First Reading, Existing Position, Revised Description

First Reading of the following Existing Position, Revised Descriptions:

- Technology Support Specialist I
- Technology Support Supervisor

First Reading, Existing Position, New Description

First Reading of the following Existing Position, New Descriptions:

- Technology Support Specialist II
- Technology Support Specialist III

Personnel Items

RESIGNATIONS

- **MATTHEW CORDIER**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Personal
- **HEATHER DONOVAN**, Teacher, Early Intervention Program, effective July 28, 2016. Reason: Personal.
- **KENNETH GEIST**, Technology Support Coordinator, Technology Team, effective June 30, 2016. Reason: Personal
- **RUTA KRETULSKIE**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Retirement after 6 years of service.
- **KATHY MANCUSO**, Speech and Language Clinician, Early Intervention Program, effective July 28, 2016. Reason: Retirement after more than 19 years of service.
- **CYNTHIA SHIRAKI**, Supervisor, OT/PT Program, effective September 9, 2016. Reason: Retirement after more than 28 years of service.
- **AMANDA SHIRK**, Personal Care Assistant, Autism Support Program, effective June 9, 2016. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **AARON FILIP**, Intern, Technology Team, effective June 7 – August 12, 2016. Employee will be paid \$13.00 per hour. This is a temporary intern position funded through the Network Services budget.

- **VALERIE GREEN**, part-time Long Term Substitute Educational Paraprofessional, Early Intervention Program, effective June 28, 2016 – December 16, 2016. Employee will be paid at the rate of \$11.74 per hour, based on HS, Step 1, \$16,642 for 189 days of service. This is a replacement position funded through the MAWA budget.
- **ANTHONY LUBIC**, Application Developer II, Technology Team, effective July 1, 2016. Base salary of \$68,439 for 12 months of service. This is a replacement position funded through the Application Development budget.

CHANGE OF STATUS

- **DANIELLE APPEL**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective at the start of the 2016-2017 school year.
- **AMY COOK**, Occupational Therapist, OT/PT Program, increase in number of days worked from 107 days to 110 days.
- **PAMELA GELBAUGH**, Personal Care Assistant, Autism Support Program, change in leave of absence return to work date from June 8, 2016 to June 3, 2016.
- **LINDSEY WATERS**, from Long Term Substitute Guidance Counselor to permanent, full-time Guidance Counselor, ANPS Program, effective at the start of the 2016-2017 school year.

CHANGES OF SALARY

- **ADAM SHICKLEY**, Teacher, Autism Support Program, change of salary for completion of Master's Degree effective May 16, 2016. Salary will be based on a Masters, Step 5, \$50,289, for 189 days of service and will be prorated for a total of 11 days.
- **MICHELLE SHOLDER**, Teacher, Multiple Disabilities Program, change of salary for completion of Masters + 60 credits effective June 1, 2016. Salary will be based on a Masters + 60, Step 11, \$65,697 for 189 days of service and will be prorated for a total of 2 days.

LEAVES OF ABSENCE

- **KRISTA CARR**, Teacher, Early Intervention Program, leave of absence June 27, 2016 – September 19, 2016. Leave is requested using accumulated paid leave for a total of 38 days and is accordance with CAIU and FMLA policies.
- **KIMBERLY KELLEY**, Educational Paraprofessional, Autism Support Program, leave of absence May 16, 2016 – May 20, 2016. This will be unpaid leave for a total of 5 days and is requested in accordance with CAIU and FMLA policies.
- **STEPHANIE KLEESE**, Speech and Language Clinician, Early Intervention Program, leave of absence July 5, 2016 – August 26, 2016. Leave is requested using accumulated paid leave for a total of 20 days and is accordance with CAIU and FMLA policies.
- **TAMMY TRUE**, Program Secretary, Student Services Team, leave of absence July 5, 2016 – September 30, 2016. Leave is requested using accumulated paid leave from July 5, 2016 – July 28, 2016 for a total of 15 paid days and without pay from August 1, 2016 – September 30, 2016 for a total of 43 unpaid days. Leave is requested in 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 June 23, 2016:

- Sarah Altman-Kopko
- Sarah Bahn
- Kimarie Brown
- John Edler
- Bonnie Heisler
- Stephanie Kramer
- Erin Lavia

- Michele Painter
- Lisa Slover
- Alicia Shaffer
- Alexis Snyder
- Shannon Snyder
- Chanda Telleen
- Nicole Wertz
- Zachary Weyhenmeyer

Executive Director's Report	The Executive Director's Report was available for the Board Members' review. Mrs. Cindy Mortzfeldt shared several highlights from her report during the team updates and thanked the Board for their support.
President's Report	Mrs. Jean Rice thanked the board members for their service. She shared that she attended the Deaf/Hard of Hearing Awards program and the CAIU Graduation. Both were very warm events and the families were very appreciative of the services received. The services the CAIU provides are very much needed.
Board Member Sharing of Information	
Information Items	The June 8, 2016 SAC meeting minutes were available for the Board's review.
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, July 28, 2016, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Mrs. Jean Rice adjourned the meeting at 9:43 a.m.

Rennie Gibson,
Board Secretary