

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**May 26, 2016****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 26, 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.

**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. Michael Berk, Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mr. Jay Franklin (arrived after roll call), Mrs. Barbara Geistwhite, Mrs. Judith Quigley (arrived after roll call), Mrs. Jean Rice, Mr. John Salov, Mr. Ford Thompson, Mr. J. Bruce Walter and Mr. Wilbur Wolf (15)

**Members not in attendance were:** Mr. Ken Ewing, Ms. Ausha Green, Dr. Elisabeth McLean and Mr. Eric Samples (4)

**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, Brian Griffith, David Martin, Len Kapp and Dr. Rhonda Brunner

**Recognition of the Public: Items Specific to the Agenda**

Mrs. Jean Rice welcomed Rob Weezorak, Educational Consultant, CAIU preschool staff, Ann Bailets, Supervisor, and Alice Womer, Educational Consultant, to the meeting.

**Reports & Updates**

## Board Member Arrived

At 8:15 a.m., Mrs. Judith Quigley arrived at the Board meeting.

## 2015/2016 Thomas W. Holtzman, Jr. Educational Leadership Award

Mrs. Cindy Mortzfeldt presented the 2015-16 Thomas W. Holtzman, Jr. Educational Leadership Award to Mr. Robert Weezorak, Educational Consultant from the preschool program at the CAIU. Congratulations Rob!

## Program Spotlight – Better Hearing and Speech Month

Mrs. Cindy Mortzfeldt introduced Ann Bailets, Supervisor, and Alice Womer, Educational Consultant, who provided an overview of the Speech and Language Services provided to both the CAIU and district students and staff.

**Executive Session**

At 8:26 a.m. the Board entered into Executive Session to discuss personnel matter.

**REGULAR BOARD MEETING**

At 8:31 a.m. the Board reconvened the Regular Board Meeting.

## Board Member Arrived

At 8:31 a.m., Mr. Jay Franklin arrived at the Board meeting.

## Announcement of CAIU Retirees

There are no retirees this month.

## CAIU Team Reports

- **Alicia McDonald**, Director of Student Services, shared recommended changes to the structure of student support at Hill Top Academy which results in changes to responsibilities of current staff and the addition of an assistant principal position, with no net increase in costs to the districts but with an increased level of support to students and districts.
- **Theresa Kinsinger**, Director of Organizational Services, shared recent Fair Labor Standards Act changes and overtime requirements for some staff. There was also recent legislation regarding the use of Wellness Plan incentives. The CAIU is reviewing possible changes to its Workers' Compensation policy to improve our internal procedures.
- **Len Kapp**, Supervisor of Operations and Transportation, shared that his team is planning for completion of summer projects and in particular the requests for district and nonpublic classroom changes. He also shared that the CAIU continues to look for part-time Behind the Wheel Drivers' Ed teachers to meet the demand for requested services.
- **Brian Griffith**, Director of Curriculum Services, shared that his Training and Consultation staff is finishing their school year and two on his team will be retiring. He also shared that the Project Based Assessments currently in the queue will be scored by a group of educators by the end of June. Although not formally announced, there is a suggestion to eliminate Project Based Assessments based on the feedback received related to Senate Bill 880.
- **David Martin**, Director of Technology Services, shared updates about the CAIU Infrastructure upgrade, lifecycle plan project, E-rate submissions, Disaster Recovery pilot, and the PAIUnet report.
- **Daren Moran**, Business Manager, shared that it is the time of year when program budgets are presented to the Board for review. He explained the change in the color coding for the Summary of Operations monthly report. Daren invited the Board to participate in and to share the information about the 20<sup>th</sup> annual Champions for Children golf outing to be held on July 26, 2016.
- **Dr. Rhonda Brunner**, Assistant Executive Director, shared that School Climate Leadership Initiative seeks to provide School Climate training to two schools within our region over the next year for the purpose of improving the learning environment for students and staff. The Uniform Grants Guidance policies are recommended as a first reading. There is a proposed lunch price increase of ten cents for the 2016-2017 school year.
- **Rennie Gibson**, Board Secretary, shared that there will be a photographer at the June and July board meetings to take board member photographs.
- **Cindy Mortzfeldt**, Executive Director, shared information about the My Bike Program, the new Capital Area Mental Health Program (CAMhP), and information about end-of-year CAIU program graduations and award ceremonies.

## Approval of Minutes

**Dr. Fred Baldwin moved, seconded by Mr. Wilbur Wolf** "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of April 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 Report

The Board Finance Committee will be meeting immediately following today's Board meeting. The Negotiations Committee met on April 28, 2016, and May 4, 2016 and will be meeting again in June.

**Treasurer's Report**      **Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf,** "that the following fiscal items be approved:

Treasurer's Report      April 2016 Treasurer's Report – total of \$5,655,337.46 in receipts and \$6,595,220.77 in expenditures

Payment of Bills      April 2016 Payment of Bills

Summary of Operations      April 2016 Summary of Operations showing revenues of \$64,426,625.71 and expenses of \$56,722,121.17."

**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. Barb Geistwhite,** "that the following Budget Administration Items be approved:

Proposed 2015-16 Budget Revisions      The following proposed 2015-16 Budget Revisions:

- Budget Revision A – Cafeteria Services in the amount of \$188,500
- Budget Revision A – Diakon Center Point Program in the amount of \$500,975
- Budget Revision A – Driver Education in the amount of \$217,782
- Budget Revision A – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$318,158
- Budget Revision A – Hospital Education Program in the amount of \$286,925
- Budget Revision A – IDEA 611 School Age in the amount of \$17,239,338
- Budget Revision A - Institutionalized Children's Program in the amount of \$548,575
- Budget Revision B – Loysville Youth Development Center in the amount of \$2,331,058
- Budget Revision A – Transportation in the amount of \$3,436,175
- Budget Revision A – Student Services in the amount of \$18,650,325."

**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**      **Mrs. Judy Quigley moved, seconded by Mrs. Trudy Withers,** "that the following Other Fiscal Matters be approved:

Proposed 2016-17 Cafeteria Rates      The following Proposed 2016-17 Cafeteria Rates:

	<b>2015-16 Rates</b>	<b>Proposed 2016-17 Rates</b>
• <b>Milk</b> for students/adults	.60	<b>.65</b>
• <b>Lunch (K-12)</b>	2.65	<b>2.75</b>
• <b>Lunch, Reduced*</b>	.40	.40
• <b>Lunch, Adult</b>	3.95	<b>4.05</b>
• <b>Breakfast (K-12)</b>	1.55	<b>1.65</b>
• <b>Breakfast, Reduced*</b>	.30	.30
• <b>Breakfast, Adult</b>	2.10	<b>2.20</b>

PDE granted the CAIU meal pattern exemption due to the emotional and safety issues of our students and has approved us to use one meal pattern for all grades / ages which started with the 2013-14 school year.

Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD)      Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD) for the period of July 1, 2016 - June 30, 2017.

Proposed Lease Agreement - Shippensburg Enterprises LLC      Proposed Lease Agreement - Shippensburg Enterprises LLC, for the period of July 1, 2016 - June 30, 2019.

2016-17 Special Education Contracts      2016-17 Special Education Contracts for the following: Big Spring SD, Carlisle Area SD, Commonwealth Connections Academy CS, Cumberland Valley SD, Derry Township SD, Donegal SD, Juniata County SD, and Susquenita 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. Barb Geistwhite**, “that the following Other Business Item be approved:

Professional Ed Committee For Comprehensive Planning

Approval of the following Professional Ed Committee Members for Comprehensive Planning for 2017-2020 as required by school code:

- Brian Griffith, Committee Chair, CAIU
- Shawn Bennage-Gregory, Parent
- Beth Ann Stevens – Parent
- Kristie Davis, Community Member, Special Olympics
- Danielle Iovino – Project Search business partner, Penn State Hershey Med Center
- Lynda Morris - Community Representative
- Shawn Scott - Community Representative.”

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

#### **Policies**

**Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk**, “that the following Policies be approved:

Second Reading, New Policies

Second Reading and final approval of the following New Policies:

- New Policy #220 - Student Expression
- New Policy #226 – Searches
- New Policy #227 - Controlled Substances
- New Policy #233 - Suspension & Expulsion
- New Policy #248 - Unlawful Harassment
- New Policy #251 - Homeless Students

Second Reading, Revised Policies

Second Reading and final approval of the following Revised Policies:

- Revised Policy #138 - Limited English Proficiency Program
- Revised Policy #221 - Dress and Grooming
- Revised Policy #709.1 - Video Surveillance
- Revised Policy #815 - Acceptable Use
- Revised Policy #912 - Relations with Educational Institutions

- First Reading, New Policies      The following New Policies were available for First Reading:
- New Policy #609 - Investment of Funds
  - New Policy #626 - Federal Fiscal Compliance
  - New Policy #626.1 - Travel Reimbursement - Federal Programs
  - New Policy #808 - Food Services
  - New Policy #811 – Bonding
  - New Policy #827 - Conflict of Interest

- First Reading, Revised Policies      The following Revised Policies were available for First Reading:
- Revised Policy #614 - Payroll Authorization
  - Revised Policy #619 - Intermediate Unit Audit
  - Revised Policy #828 – Fraud.”

**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. Jay Franklin moved, seconded by Mr. Wilbur Wolf, “that the following Job Descriptions be approved:**

- Second Reading, Existing Position, Revised Description      Second Reading and final approval of the following Existing Positions, Revised Descriptions:
- Existing Position, Revised Description - Business Manager
  - Existing Position, Revised Description - Clinical Psychologist/Mental Health Coordinator
  - Existing Position, Revised Description - Communication Facilitator
  - Existing Position, Revised Description - Certified Occupational Therapy Assistant (COTA)
  - Existing Position, Revised Description - Educational Consultant
  - Existing Position, Revised Description - Inclusion Consultant
  - Existing Position, Revised Description - Occupational Therapist (OT)
  - Existing Position, Revised Description - Physical Therapist Assistant (PTA)
  - Existing Position, Revised Description - Physical Therapist (PT)
  - Existing Position, Revised Description - Social Worker
  - Existing Position, Revised Description - School Nurse
  - Existing Position, Revised Description - Job Coach

- Second Reading, Existing Position, New Descriptions      Second Reading and final approval of the following Existing Positions, New Descriptions:
- Existing Position, New Description - Inclusion Educational Paraprofessional - Preschool
  - Existing Position, New Description - Itinerant Teacher

- First Reading, New Position, New Description - Assistant Principal      The following New Position, New Description was available for First Reading:
- First Reading, New Position, New Description - Assistant Principal.”

**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. Ford Thompson moved, seconded by Mr. Jay Franklin, “that the following personnel items be approved:**

## RESIGNATIONS

- **STEPHANIE DILLOW**, Teacher, Emotional Support Program, effective June 3, 2016. Reason: Personal
- **MICHAEL PETERSEN**, Teacher, Loysville Youth Development Center, effective June 9, 2016. Reason: Retirement after 6 years of service.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, effective May 2, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 28 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **TYLOR MILLER**, Application Support Specialist, Technology Team, effective May 9, 2016. Base salary of \$35,500 for 12 months of service, prorated for a total of 39 days through June 30, 2016. This is a replacement position funded through the CAOLA budget.

## CHANGE OF STATUS

- **DANIEL FRANCIS**, Psychologist, Pupil Services, change in leave of absence return to work date from May 6, 2016 to April 29, 2016.
- **DAREN MORAN**, Business Manager, Administrative Team, from Administrative Support to Non-Act 93 employment classification, effective July 1, 2016. Change of status results in a change of salary to \$112,373 for 12 months of service.
- **KATHLEEN PIVOVARNIK**, Teacher, Transition Services Program, from retirement effective date of June 3, 2016 to effective date of June 7, 2016.
- **DEBORAH ROSE**, Long Term Substitute Psychologist, Pupil Services Program, increase in number of days worked from 87 days to 90 days.
- **LINDSEY WATERS**, Long Term Substitute Guidance Counselor, ANPS Program, increase in number of days worked from 88 days to 90 days.
- **JACQUELINE WILSON**, Educational Paraprofessional, Transition Services Program, from retirement effective date of June 3, 2016 to effective date of June 7, 2016.

## CHANGES OF SALARY

- **PATRICIA BENNER**, Reading Specialist, ANPS Program, change of salary for completion of Masters +30 credits effective April 29, 2016. Salary will be based on a Masters +30, Step 8, \$57,328 for 189 days of service and will be prorated for a total of 26 days.
- **KATHLEEN BEVERIDGE**, Reading Specialist, ANPS Program, change of salary for completion of Masters +30 credits effective April 4, 2016. Salary will be based on a Masters +30, Step 14, \$69,471 for 189 days of service and will be prorated for a total of 44 days.
- **JENNIFER LYDEN**, Educational Consultant and Speech and Language Clinician, Early Intervention Program, change of salary for completion of Masters +15 credits effective May 24, 2016. Salary will be based on a Masters +15, Step 15, \$70,391 for 189 days of service and will be prorated for a total of 17 days.
- **JOANNE RUCHINSKI**, Service Coordinator, Early Intervention Program, change of salary for completion of Masters +30 credits effective May 10, 2016. Salary will be based on a Masters +30, Step 14, \$69,471 for 189 days of service and will be prorated for a total of 22 days.

## LEAVES OF ABSENCE

- **PHYLLIS BROWN**, Social Worker, Pupil Services, leave of absence April 26 – June 3, 2016. Leave is requested using accumulated paid leave for a total of 27.5 days and is in accordance with CAIU and FMLA policies.
- **BOBBI JO ELY**, Lead Accountant, Administrative Team, intermittent FMLA leave through April 27, 2017. Leave is requested in accordance with CAIU and FMLA policies.

- **VALERIE FRANCIS**, Educational Paraprofessional, Early Intervention Program, leave of absence March 15- July 28, 2016. Leave is requested using accumulated leave time for a total of 13.5 paid days. The remainder of the leave will be without pay and will result in a total of 40.5 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **PAMELA GELBAUGH**, Personal Care Assistant, Autism Support Program, leave of absence May 19 – June 8, 2016. Leave is requested using accumulated paid leave for a total of 14 days and is in accordance with CAIU and FMLA policies.
- **MARITA LAUTSCH**, Secretary, Early Intervention Program, leave of absence June 7 – July 14, 2016. Leave is requested using accumulated paid leave for a total of 22 days and is in accordance with CAIU and FMLA policies.
- **KARL MOHLER**, Maintenance Technician, Administrative Team, intermittent FMLA leave through May 3, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **AMANDA SHIRK**, Personal Care Assistant, Autism Support Program, child-rearing leave of absence May 2 – June 3, 2016. Leave is requested using accumulated paid leave from May 2 – May 10, 2016 for a total of 7 paid days and without pay from May 11 – June 3, 2016 for a total of 17 unpaid 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 Members' review. Mrs. Mortzfeldt shared several highlights from her report during the team updates.

#### **President's Report**

Mrs. Jean Rice thanked the board for their attendance and their participation in the Executive Director's evaluation process. She wished them a wonderful and safe holiday.

#### **Board Member Sharing of Information**

Mr. Mike Berk, South Middleton SD, shared that it was a pleasure to participate in the annual Buskey Luncheon. A former student, Jackie Lithgow, from South Middleton SD was the keynote speaker.

#### **Information Items**

The following information items were available for the Board's review: Blended Learning article, MyBike news article, parent thank you letter and the 5/11/2016 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, June 23, 2016, 8:00 a.m., Board Room, CAIU Enola Office.

**Mr. Jay Franklin moved, seconded by Mr. Mike Berk**, “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 9:28 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary