

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**October 22, 2015  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 22, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:03 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mr. Michael Berk, Mr. Terry Cameron, Mr. Clifton Edwards, Mr. Ken Ewing, Mrs. Barbara Geistwhite, Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Nancy Otstot, Mrs. Judith Quigley and Mr. J. Bruce Walter

**Members not in attendance were:** Mrs. Judy Crocenci, Mrs. Laurie Reichert, Mr. John Salov, Mrs. Maryellen Sheehan, Mrs. Patricia Whitehead-Myers, Mrs. Trudy Withers and Mr. Wilbur Wolf

**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:** Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith, Mr. David Martin, Dr. Rhonda Brunner, Mr. Len Kapp, Michele Sholder, Eric Bostick and Kristen Leitzel

**REGULAR BOARD MEETING**

At 8:03 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

**Executive Session**

At 8:03 a.m. the Board entered into Executive Session to discuss a personnel matter.

**REGULAR BOARD MEETING**

At 8:05 a.m. the Board reconvened the Regular Board Meeting.

**Pledge of Allegiance & Roll Call**

All stood and pledged allegiance to the flag of the United States of America.

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

Mrs. Jean Rice welcomed Michele Sholder, CAEA, Eric Bostick, program supervisor, & Kristin Leitzel, inclusion teacher at Options Preschool to the meeting.

**Reports & Updates**

**Monthly Board Spotlight ~ Preschool/Early Intervention & Inclusion**

Eric Bostick, program supervisor, & Kristin Leitzel, inclusion teacher at Options Preschool provided a presentation on the Preschool/Early Intervention & Inclusion program.

**Announcement of CAIU Retirees**

The Board announced the retirement of Renee Burkhart, EPP, Early Intervention, retirement after 28 years.

**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:

- Mrs. Janis Macut
- Mrs. Nancy Otstot
- Mrs. Laurie Reichert
- Mrs. Maryellen Sheehan

## CAIU Team Reports

- **David Martin**, Director of Technology Services, shared that the Technology Team is planning for districts' online ELL assessments. Training on the use of Content Keeper, an internet filtering solution, will take place in November. Lower Dauphin SD staff will demonstrate the use of the mobility aspect of Content Keeper. The Internet Bandwidth available through the CAIU exceeds the national average. A committee has met to consider the rebid of the internet contract.
- **Brian Griffith**, Director of Curriculum Services, shared that the curriculum directors attended a conference featuring Dr. Jay McTighe on the topic of curriculum and assessment; PA Department of Education was at the CAIU this week to share information about the School Performance Profile and Keystones and to gather input from the field to inform future decisions.
- **Len Kapp**, Supervisor of Operations and Transportation, shared that the LED lighting retrofit of Enola and Hill Top Academy is 90% complete.
- **Theresa Kinsinger**, Director of Organizational Services, shared that employee fingerprinting is underway. Open Enrollment for staff will begin soon along with an employee Benefits Fair in November.
- **Alicia McDonald**, Director of Student Services, shared that the Project Search program is going well and the students have begun their first rotations. The students will complete four rotations throughout the year. The Hershey Middle School autism class continues to work on the Project MAX initiative. Students have opportunities to participate in the general education settings. The second annual Competent Learner Model (CLM) conference will be held next week at the CAIU. The special education program closed out the 2014-2015 fiscal year reconciliation process with 41 contracted entities.
- **Dr. Rhonda Brunner**, Assistant Executive Director, shared that the Division of Federal Programs canceled their Fall Regional Workshop but held a webinar this week which highlighted Uniform Grants Guidance. PSBA has announced that the new policy format will be live on the CAIU website within the next two weeks. The legal references for PSBA policies will be moved to the end of the policy and links will be active for the legal sources. The CAIU will be utilizing PEMA's CEM planner to house our Emergency Operations Plan for efficiency and ease of sharing with local EMAs.
- **Daren Moran**, Business Manager, shared that the CAIU hasn't had to request additional funds due to our current cash flow. The business office is working with the local auditors to complete the 2014-15 audit. The CAIU has completed final expenditure reports and PDE has paid the amounts owed from the 2014-15 fiscal year.
- **Cindy Mortzfeldt**, Executive Director, shared information about the Options Daycare service project. Secretary of Education Pedro Rivera attended this month's superintendent meeting at the CAIU. In addition to the several networking groups currently at the CAIU, a new networking group will begin this year for Speech and Language pathologists. The Board members were invited to visit the Willow Mill preschool center following the board meeting.

## Approval of Minutes

**Mrs. Barbara Geistwhite moved, seconded by Mrs. Nancy Otstot**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 24, 2015 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 Negotiations Committee met on September 24, 2015, to start planning for negotiations that will begin in January 2016.

<b>Treasurer's Report</b>	<b>Mr. Mike Berk moved, seconded by Dr. Fred Baldwin,</b> "that the following fiscal items be approved:
Treasurer's Report	September 2015 Treasurer's Report – a total of \$7,000,868.98 in receipts and \$6,720,722.55 in expenditures
Payment of Bills	September 2015 Payment of Bills
Summary of Operations – June 2015	June 2015 Summary of Operations showing revenues of \$82,602,951.05 and expenses of \$81,829,619.66
Summary of Operations – July 2015	September 2015 Summary of Operations showing revenues of \$4,274,650.13 and expenses of \$10,744,073.34."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	Mrs. Judith Quigley moved, seconded by Mrs. Nancy Otstot, "that the following budget administration items be approved:
Proposed 2015-16 Original Budgets	The following Proposed 2015-16 Original Budgets: <ul style="list-style-type: none"> <li>• 2015-16 Original Budget - PA Institute for Instructional Coaching</li> <li>• 2015-16 Original Budget - PA Assessment and Accountability</li> <li>• 2015-16 Original Budget - Math Design Collaborative</li> <li>• 2015-16 Original Budget - Comprehensive Planning</li> </ul>
Proposed 2015-17 Original Budgets	The following Proposed 2015-17 Original Budgets: <ul style="list-style-type: none"> <li>• 2015-17 Original Budget - Title I, Part D - Neglected and Delinquent</li> <li>• 2015-17 Original Budget - Title II Part A - Improving Teacher Quality</li> <li>• 2015-17 Original Budget - Title III, Part A - English Language Acquisition."</li> </ul>
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matters</b>	<b>Mrs. Judith Quigley moved, seconded by Mr. Mike Berk,</b> "that the following other fiscal items be approved:
Appointment of Barley Snyder to serve as Solicitor	Appointment of Barley Snyder to serve as Solicitor for the CAIU."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Business Matters</b>	
Appointment of New Board Member	<b>Mr. Mike Berk moved, seconded by Dr. Fred Baldwin,</b> "that Mr. Ford Thompson, Central Dauphin S.D., be appointed to fill an unexpired term beginning November 1, 2015 and ending June 30, 2018."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Policies and Programs</b>	<b>Mrs. Nancy Otstot moved, seconded by Mr. Mike Berk,</b> "that the following policies and programs be approved:

## Second Reading, Revised Policies

Second Reading and approval of the following revised policies:

- #222 - Tobacco Use (pupils)
- #317 - Conduct/Disciplinary Procedures
- #317.1 - Educator Misconduct
- #322 - Gifts
- #326 - Complaint Process
- #328 - Compensation Plans/Salary Schedules
- #330 - Overtime
- #332 - Working Periods

## First Reading, Revised Policies

The following revised policies were approved for First Reading:

- Policy #321 - Political Activities
- Policy #334 - Sick Leave
- Policy #335 - Family and Medical Leave
- Policy #336 - Personal Necessity Leave
- Policy #337 - Vacation
- Policy #338 - Sabbatical Leave
- Policy #338.1 - Compensated Professional Leave
- Policy #339 - Uncompensated Leave
- Policy #346 - Workers' Compensation
- Policy #348 - Unlawful Harassment
- Policy #351 - Drug-free Workplace
- Policy #352 - Attorney Fees for Employees
- Policy #304.1 - Anti Nepotism

## Removal of Board Policies

Removal of the following Board Policies:

- #327 - Management Team
- #316 & # 416 - Non-tenured Employees.”

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

## Personnel Items

**Mrs. Nancy Otstot moved, seconded by Mrs. Judith Quigley** , “that the following personnel items be approved:

## RESIGNATIONS

**DAVID BLOM**, teacher, Autism Support effective October 6, 2015. Reason: Accepted a position with East Pennsboro School District.

**BONNIE BOSON**, substitute receptionist, Administration effective September 30, 2015. Reason: Retirement after three years of CAIU service.

**LORI CARBAUGH**, personal care assistant, CAPP Elementary effective October 8, 2015. Reason: Resignation for personal reasons following FMLA.

**BEVERLY CORDIER**, HR Projects Coordinator, Administration/HR effective January 8, 2016. Reason: Retirement after more than 28 years of CAIU service.

**RACHEL MOYER**, personal care assistant, Autism Support effective October 30, 2015. Reason: Personal.

## RECOMMENDED FOR EMPLOYMENT OR CONTRACT

**IRMA BAUGHMAN**, HR Generalist, Administration/HR effective October 26, 2015. Base salary of \$52,000 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the General Op Budget.

**JAMES BRILL**, technology infrastructure supervisor, Technology Services with effective date yet to be determined. Base salary of \$91,400 for 12 months of service will be prorated based on the number of days remaining in the 2015/2016 school

year. This is a replacement position funded through the Network Services/DP GO Budget.

**MEGAN CENTENO**, behavior specialist, Student Services effective November 9, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 132 days with additional days as required for a new hire. This is a replacement position funded through the Ed Consultant Budget.

**KIRSTI DIETZ**, teacher, Autism Support effective October 6, 2015. Base salary of Bachelors, Step 2, \$44,110 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

**ARIEL FRANCHAK**, part-time, long-term substitute remedial specialist, ANPS effective October 13, 2015 through December 22, 2015. Base salary of Masters +30, Step 3, \$50,763 for 189 days of service will be prorated for a total of 29 days. This is a long-term substitute replacement funded through the Act 89 Budget.

**JOSEPH GRUM**, personal care assistant, Autism Support effective October 5, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 156 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

**JASON HALLER**, technology support specialist, Technology Services effective October 26, 2015. Base salary of \$35,328.70 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the IMS Budget.

**CARLOS MEDINA**, educational paraprofessional, Intervention Team effective September 28, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 161 days with additional new hire days as required. This is a new position funded through the Emotional Support Budget.

#### CHANGE OF STATUS

**LYNETTE LEE**, from part-time to full-time educational paraprofessional, Early Intervention effective October 1, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 144 days. This is a replacement position funded through the MAWA Budget.

**MITZI McKENZIE**, from educational paraprofessional to long-term substitute teacher, Autism Support effective October 19 – December 23, 2015. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 45 days. This is a long-term substitute position funded through the Autism Support Budget.

**GINA YOCUM**, part-time educational paraprofessional, Autism Support, change of resignation date from September 21, 2015 to October 16, 2015.

#### CHANGE OF SALARY

**JOSEPH GALLUCCI**, change of salary for accepting and successfully performing the technology applications supervisor position as of July 1, 2015. New base salary of \$91,400 for 12 months of service will be prorated for a total of 172 days. This position is 50% funded through the Comprehensive Planning Budget and 50% funded through the Technology Enterprise Budget.

**MICHELLE SHOLDER**, teacher, MDS, change of salary for completion of Masters +45 credits effective the 2015/2016 school year. Salary will be based on Masters +45, Step 11, \$64,269 for 189 days of service. Employee is on sabbatical leave for the 2015/2016 school year.

#### LEAVES OF ABSENCE

**KAITLIN JAMESON**, school psychologist, Pupil Services, child-rearing leave of absence effective September 21, 2015. Leave is requested with pay using accumulated sick and personal leave effective September 21 – October 27, 2015 for a total of 26 days and without pay beginning October 28, 2015. Leave is requested in accordance with CAIU and FMLA Policies.

**JESSICA PACE**, physical therapist, OT/PT, child-rearing leave of absence effective September 25 – December 4, 2015. Leave is requested with pay using accumulated sick and personal leave for a total of 11 days and without pay for a total of 28 days

while utilizing short-term disability. 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 highlighted several items under the CAIU Team Reports.

**President's Report**

Mrs. Jean Rice thanked the Board members for their attendance at this morning’s meeting. Mrs. Rice also expressed appreciation and thanked the departing Board members for all of their work.

**Board Member Sharing of Information**

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared information about the PSBA-PASA Conference. She expressed her appreciation for being able to serve on the CAIU Board.
- Dr. Fred Baldwin, Carlisle Area SD, also attended the PSBA-PASA Conference and was encouraged by the work districts are doing with their 1:1 initiatives.
- Mr. Mike Berk, South Middleton SD, provided well wishes for the departing Board members.
- Mrs. Janis Macut, Central Dauphin SD, expressed her appreciation for the opportunity to serve on the CAIU Board. She also shared information about the session she attended at the conference on Transgender situations in schools.

**Information Items**

There were no 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, November 19, 2015, 8:00 a.m., Board Room, CAIU Enola Office. Immediately following the November Board Meeting, there will be a Board Negotiations Committee Meeting, therefore, the Board Member visit to Hill Top Academy will be cancelled.

**Adjournment**

**Mr. Mike Berk moved, seconded by Mrs. Janis Macut**, “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 9:30 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary