

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**April 23, 2015  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 23, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:04 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Nancy Otstot (arrived after roll call), Mrs. Judith Quigley, Mrs. Maryellen Sheehan, Dr. Anthony Tezik, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers, Mrs. Trudy Withers and Mr. Wilbur Wolf

**Members not in attendance were:** Mr. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Ms. Barbara Layne, Mrs. Janis Macut and Mrs. Laurie Reichert

**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:** Dr. Rhonda Brunner, Mr. Dave Martin, Ms. Alicia McDonald, Ms. Theresa Kinsinger, Mr. Brian Griffith, Mr. Len Kapp and Michele Sholder

**REGULAR BOARD MEETING**

At 8:04 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

**Executive Session**

At 8:04 a.m. the Board entered into Executive Session to discuss personnel and legal matters.

**REGULAR BOARD MEETING**

At 8:35 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, and Stanley, Service Dog at Hill Top, to the Board meeting.

**Reports & Updates****Announcement of CAIU Retirees**

No retirees this month.

**CAIU Team Reports**

- David Martin, Director of Technology Services, shared that his department is preparing for a PAIUnet connection upgrade which plans to go live July 1<sup>st</sup>. The CAIU will be offering more bandwidth for districts along with investigating next generation fire walls. He also provided an update on the CAIU computer life cycle plan.
- Brian Griffith, shared information about the Blended Learning Implementation Grant awarded to East Pennsboro Middle School. Students are taking PSSA assessments across the schools. A local Cyber Charter school uses the Enola office conference rooms to administer the PSSAs to its students.

**Arriving Board Member**

Mrs. Nancy Otstot arrived at the Board meeting at 8:47 a.m.

CAIU Team Reports  
(continue)

- Len Kapp, Supervisor of Operations and Transportation, shared an update about the completion of a reconfiguration of internal office space, and his department is preparing for summer projects.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU will be offering the Guest Teacher program this year based on a regional need for substitutes. PDE will now allow IUs to provide teacher emergency permits to third-party contractors, and there is a proposal forthcoming to increase substitute rates for the CAIU.
- Dr. Rhonda Brunner, Assistant Executive Director, shared an update to policy #204 based on a change to School Code. There will be a Federal Programs Coordinator training at the CAIU in May. Information was also shared about a July PEMA All-Hazards training to be held at the CAIU. Recently, Emergency Operations Plan Tabletop Exercises were completed with staff.
- Daren Moran, Business Manager, shared that both recent State audits resulted in clean audit reports. The local auditors will be coming in May to begin preparation for this year's audit. PDE will be reviewing the Early Intervention program looking at fiscal data and program records.
- Alicia McDonald, Director of Student Services, shared that she is working to complete the 2015-16 contracts for school-age special education services. Student Services will be adding part-time floater positions to help offset a substitute shortage. Stephanie Casey, a teacher of the Visually Impaired, recently was credentialed in Unified English Braille, the adopted coding for the US. Student Services continues to provide supports for school districts such as the involvement in the PDE Data Summit, conducting speech and language screenings during kindergarten registration in Susquenita School District and planning for a special education program review in Cumberland Valley School District. She concluded by providing highlights of the CAIU Special Education Plan which is included on today's agenda.
- Cindy Mortzfeldt, Executive Director, shared that her report highlights the business department and their work with the recent audits. An overview of the CAIU finances will be shared immediately following the Board meeting. Champions for Children Basket Bingo resulted in over \$4,000 raised for this fund. She shared details about her participation in PAIU Day on the Hill and a recent visit to CAIU Preschool classrooms located in our district elementary buildings. She asked the Board to *Save the Date* for the Deaf or Hard of Hearing Awards program on May 29<sup>th</sup>.

2015-16 CAIU Special  
Education Plan

The 2015-16 CAIU Special Education Plan was available for the Board Members' review. Alicia McDonald provided an overview of the plan.

**Approval of Minutes**

**Mr. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of March 26, 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**

There were no Board Committee Reports.

**Treasurer's Report**

**Mrs. Judy Quigley moved, seconded by Mr. Wilbur Wolf**, "that the following fiscal items be approved:

## Treasurer's Report

March 2015 Treasurer's Report – a total of \$5,230,009.31 in receipts and \$6,451,147.18 in expenditures

Payment of Bills	March 2015 Payment of Bills
Summary of Operations	March 2015 Summary of Operations showing revenues of \$49,877,454.67 and expenses of \$47,722,147.84.”  <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>	<b>Mrs. Judy Quigley moved, seconded by Mrs. Barbara Geistwhite, “that the following Budget Administration items be approved:</b>
Proposed 2014-15 Budget Revisions	The following Proposed 2014-15 Budget Revisions: <ul style="list-style-type: none"> <li>• Budget Revision A – Capital Area Partial Program (CAPP)</li> <li>• Budget Revision A – Diakon Center Point Program</li> <li>• Budget Revision A – English as a Second Language (ESL)</li> <li>• Budget Revision A – IDEA Section 611 – School Age</li> <li>• Budget Revision A – Professional Services</li> <li>• Budget Revision A – Student Services</li> <li>• Budget Revision A – Technology Entrepreneurial”</li> </ul> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.</b></p>
<b>Other Fiscal Matters</b>	<b>Mr. Wilbur Wolf moved, seconded by Mrs. Trudy Withers, “that the following Other Fiscal Matters be approved:</b>
2015-16 Student Services Fixed Rates (non-reconcilable)	2015-16 Student Services Fixed Rates (non-reconcilable)
Final Auditor General Report for the time period of April 22, 2011 - August 7, 2014	Final Auditor General Report for the time period of April 22, 2011 - August 7, 2014
Final Auditor General Limited Procedures Engagement for the time period of July 1, 2009 - February 23, 2015	Final Auditor General Limited Procedures Engagement for the time period of July 1, 2009 - February 23, 2015.”  <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.</b>
<b>Policies and Programs</b>	<b>Mr. Wilbur Wolf moved, seconded Dr. Fred Baldwin, “that the following policies and programs be approved:</b>
Second Reading and Final - Revised Policies	Second Reading and approval of the following Revised Policies: <ul style="list-style-type: none"> <li>• Revised Policy #307 - Student Teachers/Interns</li> <li>• Revised Policy #203.1 - HIV Infection</li> <li>• Revised Policy #609 - Investment of Funds</li> </ul>
Second Reading, New Policy #718 - Service Animals in Schools	Second Reading, New Policy #718 - Service Animals in Schools

Second Reading - 2015-16 CAIU 12-Month Employee Calendar

Second Reading - 2015-16 CAIU 12-Month Employee Calendar

First Reading, Revised Policy #204 - Attendance

First Reading, Revised Policy #204 - Attendance

2015-16 Student Services Master Calendar

2015-16 Student Services Master Calendar

Loysville Youth Development Center Reconfiguration

Loysville Youth Development Center Reconfiguration"

**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. Judy Quigley moved, seconded by Dr. Elisabeth McLean**, "that the following personnel items be approved:

## RESIGNATIONS

**KATHY HECKARD**, educational paraprofessional, Autism Support effective June 8, 2015. Reason: Retirement after 30 years of CAIU service.

**CHERYL MARTIN**, teacher, Deaf/Hard of Hearing Support effective June 8, 2015. Reason: Personal.

**BEVERLY MEISER**, speech pathologist, school-age program effective June 30, 2015. Reason: Retirement after 22 years of CAIU service.

## RECOMMENDED FOR EMPLOYMENT OR CONTRACT

**DANIELLE APPEL**, full-time, long-term substitute speech pathologist, Early Intervention effective April 20, 2015 through June 30, 2016. To be paid at the rate of \$33.52 per hour based on the 2014/2015 salary of Masters, Step 3, \$47,523 for 189 days of service prorated for a total of 35 days through June 30, 2015 and \$33.90 per hour based on the 2015/2016 salary of Masters, Step 3, \$48,056 for 189 days of service July 1, 2015 through June 30, 2016.

**SANDRA BROWNAWELL**, personal care assistant, Emotional Support effective April 14, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 39 days through June 30, 2015. This is a replacement position funded through the ES/CAPP Budget.

**AMY CSERNY**, technical business analyst, Technology Services effective May 4, 2015. To be paid at the rate of \$23.58 per hour based on the Exempt salary of \$46,000 for 12 months of service. This is a new position funded through the Application Development Budget.

**FREDERICK GARMAN**, educational paraprofessional, Student Services effective April 13, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 40 days through the end of the 2014/2015 school year. This is a new position funded through the ES/CAPP Budget.

**TODD HOWELL**, full-time, long-term substitute teacher, Early Intervention effective April 20, 2015 through June 30, 2015. To be paid at the rate of \$33.52 per hour based on Masters, Step 3, \$47,523 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new, long-term substitute position funded through the MAWA Budget.

**SHAQUANA ROBINSON**, part-time educational paraprofessional, Early Intervention effective April 21, 2015. To be paid at the rate of \$14.29 per hour based on HS+30, Step 5, \$20,262 for 189 days of service.

**KATHERINE SCOTT**, educational paraprofessional, Emotional Support effective May 4, 2015. To be paid at the rate of \$13.97 per hour based on HS, Step 6, \$19,800 for 189 days of service prorated for the remaining 24 days of the 2014/2015 school year. This is a replacement position funded through the ES Budget.

## CHANGE OF STATUS

**MATTHEW GAUMER**, from part-time to full-time educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service, prorated for a total of 35 days through the end of the 2014/2015 school year.

**BARBARA KLINE**, from educational consultant, Curriculum Services to occupational therapist, OT/PT effective April 1, 2015. No change in salary. Position will be funded 154 days through the Curriculum Budget and 35 days through the OT/PT Budget for the 2014/2015 school year.

**MITZI McKENZIE**, from day-to-day to long-term substitute teacher, Emotional Support effective April 20, 2015 through June 5, 2015. To be paid at the rate of \$30.24 per hour based on Bachelors, Step 1, \$42,872 for 189 days of service. This is a long-term substitute position funded through the ES Budget.

**KATHERINE STROHM**, from long-term substitute to permanent full-time teacher, Early Intervention effective April 20, 2015. Continue to pay at the rate of \$32.88 per hour based on Masters, Step 2, \$46,604 for 189 days of service. This is a new position funded through the MAWA Budget.”

**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 Report.

## 2014-15 CAIU Organizational Goals

The 2014-2015 CAIU Organizational Goals were available for the Board's review.

## Upcoming Events

- **Deaf or Hard of Hearing Awards Program** – May 29 at 7:00 p.m. at the Enola Office. Student awards will be presented at that time.
- The Pennsylvania Emergency Management Agency is offering a second **Multi-Hazard Emergency Planning for Schools** at the CAIU on July 14-16, 2015. Priority registration is given to School/School District Administrators from our IU region.

**President's Report**

Mrs. Jean Rice thanked the Board members for their time and attendance.

**Board Member Sharing of Information**

- Mr. Bruce Walter, Millersburg Area School District, shared that his district anticipates hiring their new superintendent at their next board meeting.
- Mrs. Barbara Geistwhite, Cumberland Valley School District, thanked Len and his staff for their work this winter with snow removal. She also shared that CVSD's Thon raised over \$240,000. As a member of the Champions for Children Foundation Board, she encouraged the Board members to participate in the annual golf tournament planned for this summer.
- Mrs. Nancy Otstot, East Pennsboro Area School District, expressed her gratitude on behalf of her district for the blended learning grant. She shared that East Pennsboro will be an example for the region.
- Mrs. Judith Quigley, Mechanicsburg Area School District, shared information about the Ned Smith Center and their online plant sale. The center has partnered with Diakon Youth Services to provide the plant sale. Proceeds support the Ned Smith Center and the programs of Diakon Youth Services.
- Dr. Tony Tezik, West Shore School District, shared information about the merger of Red Land HS and Cedar Cliff HS Bands.
- Dr. Fred Baldwin, Carlisle Area School District, asked for information about third party providers of Substitute services.

- Departing Board Member** Mrs. Maryellen Sheehan left the Board meeting at 9:41 a.m.
- Information Items** The following Informational Items were available for the Board Members' review:
- 4/8/15 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, May 28, 2015, 8:00 a.m., Board Room, CAIU Enola Office. The May monthly Board topic will be an ***Overview of Project Search***. The presentation will immediately follow the Regular Board Meeting.
- Adjournment** **Mr. Wilbur Wolf moved, seconded by Dr. Elizabeth McLean**, "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 9:43 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary