

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 28, 2014****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 28, 2014, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:00 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mr. Clifton Edwards, Mrs. Barbara Geistwhite (arrived after roll call), Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Maryellen Sheehan (arrived after roll call), 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. Charles Brown, Ms. Barbara Layne, Mrs. Janis Macut, Mrs. Judith Quigley and Mrs. Laurie Reichert

**Non-Voting Members in attendance were:** Mrs. Cindy Mortzfeldt, Executive Director; Ms. Rennie Borreli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

**Staff/Public in attendance were:** Rhonda Brunner, Theresa Kinsinger, Alicia McDonald, Brian Griffith, Dave Martin and Len Kapp

- BOARD MEETING** At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.
- EXECUTIVE SESSION** At 8:01 a.m. the Board entered into an executive session to discuss a personnel matter.
- BOARD MEETING** At 8:11 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.**
- Recognition of the Public: Items Specific to the Agenda** There was no public in attendance.
- Reports & Updates**
- Announcement of CAIU Retirees The CAIU Board of Directors announced and recognized the following CAIU Retiree: Deborah Mabry-Hewitt, Reading Specialist, ANPS, retirement after 38 years of service.
- Arriving Board Member** At 8:13 a.m., Mrs. Maryellen Sheehan arrived at the Board meeting.
- CAIU Team Reports
- David Martin, Director of Technology Services, shared that the technology staff have been busy with addressing needs associated with the opening of school, implementing a new content filter which has improved service to districts, and learning more about online testing and changes with e-Rate funding and reimbursement.
  - Brian Griffith, Director of Curriculum Services, shared 2013-2014 enrollment numbers for CASA Charter School. He also shared that initial CAOLA enrollment numbers are significantly higher than in the past at this time of the year. Blended Learning Challenge Grant is getting positive reaction from the districts.
  - Len Kapp, Supervisor of Operations and Transportation, shared that the bathroom remodels are now complete. He also shared that he has been receiving unique transportation requests that have meant adding vehicles and drivers for our current transportation contractors.

**Arriving Board Member**

At 8:23 a.m., Mrs. Barb Geistwhite arrived at the Board Meeting.

- Theresa Kinsinger, Director of HR, Business and Communications, shared that the IU has added a third party vendor, Source4Teachers / AESOP for substitutes and staff attendance. The Human Resources Team has been busy with new employee orientation and making sure all positions are filled. It has been a busy start to the school year.
- Alicia McDonald, Director of Student Services, shared that Champions for Children is utilizing the Community Aid donation program as a fundraiser. Loysville Youth Development Center has been flat funded for 2014-2015 which, in addition to regulations around PREA, has had staffing and programmatic implications. There have been CAPP program challenges regarding licensing and Medical Assistance billing. Alicia will be working with school districts to identify their programmatic needs for students with mental health concerns.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that she has been visiting preschool classrooms and attended program meetings for IU staff. She has begun revising policies to reflect legislative changes and legal updates. All federal program grants have been submitted for the 2014-2015 fiscal year.
- Daren Moran, Business Manager, shared that the State Auditors have completed their work at the Intermediate Unit and the local auditors have begun their work. At this time there have been no concerns reported. It was noted that the payment of bills detail looks different than in the past.
- Cindy Mortzfeldt, Executive Director, introduced Bill Zee from Hartman Underhill & Brubaker, who is filling in for Bob Frankhouser as solicitor. She shared highlights from her Executive Director's report. One of the IU's speech/language pathologists co-authored a study that will be presented at a national convention and another speech/language pathologist will be a recipient of an Outstanding Teacher Award from SUSSC. Opening week went well; Cindy attended all staff and program meetings as well as a preschool graduation. Mrs. Mortzfeldt has been meeting with all new superintendents. Additionally, The CAIU is a host site for the PA Basic Education Funding Campaign event on September 30<sup>th</sup> and a flyer for the event was distributed to board members. A fiscal review letter for IDEA noting several commendations was received from PDE and shared with the board.

**Departing Board Member** At 8:54 a.m., Dr. Elisabeth McLean departed the Board meeting.

**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 July 24, 2014 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. Barb Geistwhite moved, seconded by Dr. Fred Baldwin**, "that the following fiscal items be approved:

## Treasurer's Report

Treasurer's Report – July 2014

## Payment of Bills

Payment of Bills - July 2014. There were #424 checks for a total of \$4,730,435.20

## Summary of Operations

- June 2014 Summary of Operations for activity through 8/12/14
- July 2014 Summary of Operations for activity as of 7/31/14."

**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. Wilbur Wolf moved, second by Mrs. Nancy Otstot**, “that the following budget administration items be approved:

Proposed 2014-15 Budget Revision

Proposed 2014-15 Budget, Revision A – Loysville Youth Development Center (LYDC)

Proposed 2014-15 Budget

Proposed 2014-15 Budgets for the following:

- Preschool AT Grant
- Title I, Part D – Loysville Youth Development Center (LYDC).”

**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. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot**, “that the following other fiscal matters be approved:

Special Education Service Contract Summary – 2014-15

**2014-15 Special Education Service Contracts** for the following: Central Dauphin SD, Commonwealth Connections Academy CS, Dauphin County Technical School, Derry Township SD, East Pennsboro Area SD, Greenwood SD, Mechanicsburg SD and Susquehanna Township SD.”

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

### **Policies and Programs**

**Mrs. Nancy Otstot moved, seconded Mr. Wilbur Wolf**, “ that the following revised policies be approved:

Second Reading Revised Policies

Second Reading and Approval of the following Revised Policies:

- Policy #203.1 - HIV Infection
- Policy #235 - Student Rights and Responsibilities
- Policy #235.1 – Surveys

First Reading Revised Policies

First Reading of the following Revised Policies:

- Policy #102 - Academic Standards
- Policy #105 - Curriculum
- Policy #105.1 - Review of Instructional Materials by Parents/Guardians and Students
- Policy #113 - Special Education
- Policy #533 – Tuition Reimbursement

First Reading, Existing Position, New Job Description

First Reading, Existing Position, New Job Description – Accountant. **The Board requested that changes be made to the wording under *Qualifications*; Item #3 - remove “increasingly responsible”.**

First Reading, Existing Position, Revised Description - Program Supervisor

First Reading, Existing Position, Revised Description - Program Supervisor.”

**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. Wilbur Wolf moved, seconded by Mrs. Nancy Otstot**, "that the following personnel items be approved:

## RESIGNATIONS

**MELISSA BROWN**, behind-the-wheel driver education instructor effective September 30, 2014. Reason: Retirement.

**VERONICA CHAPMAN**, teacher, Early Intervention effective August 13, 2014. Reason: Personal.

**LISA CONRAD**, personal care assistant, Autism Support effective August 20, 2014. Reason: Personal.

**LAUREN FRISBIE**, speech therapist, Early Intervention effective July 30, 2014. Reason: Released early due to hiring of replacement.

**CLAIRE GRIMM**, program assistant, Curriculum Services effective September 10, 2014. Reason: Personal.

**JENNIFER HILBISH**, personal care assistant, Multiple Disability Support effective August 19, 2014. Reason: Education.

**ALEXIS LOPEZ**, educational paraprofessional, Intervention Team effective August 8, 2014. Reason: Accepted a position outside of the CAIU.

**CHERYL MYERS**, part-time educational paraprofessional, Early Intervention effective August 22, 2014. Reason: Personal.

**MEGAN SEIBER**, Language Arts Teacher, Loysville Youth Development Center effective August 31, 2014. Reason: Personal.

**ASHLEY SCHAEFFER**, accountant, Business/HR/Communications effective September 5, 2014. Reason: Accepted a position as senior accountant, Red Lion School District.

**LINDSAY WILSON**, educational paraprofessional, Autism Support effective August 15, 2014. Reason: Personal.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**LISA AMMON**, school psychologist, Pupil Services effective August 25, 2014. Salary will be based on Masters, Step 1, \$45,817 for 192 days of service. This is a new position funded through the Pupil Services Budget.

**STACEY CHYR**, long-term substitute inclusion consultant, Early Intervention effective August 25, 2014 through June 30, 2015. Base salary of Masters, Step 11, \$59,603 for 189 days of service will be prorated for a total of 170 days. This is a long-term substitute position funded through the MAWA Budget.

**MICHELE DEMPSEY**, long-term substitute speech therapist, Early Intervention effective August 25, 2014 through June 30, 2015. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for a total of 170 days. Employee is eligible for payment of \$2,500 ASHA stipend effective for the 2014/2015 school year, prorated for 170 days. This is a long-term substitute position funded through the MAWA Budget.

**STEPHANIE DILLOW**, teacher, Emotional Support. Start date will be determined when released from current school district. Salary will be based on Bachelors, Step 3, \$44,579 for 189 days of service, prorated based on start date. This is a replacement position funded through the ES Budget.

**KELLY GARRETT**, educational paraprofessional, Autism Support effective August 25, 2014. Base salary of HS+30, Step 9, \$23,759 for 189 days of service will be prorated for a total of 186 days. This is a new position funded through the AS Budget.

**MATTHEW GAUMER**, part-time educational paraprofessional, Early Intervention effective August 25, 2014. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**CAITLIN HANCOX**, teacher, Capital Area Partial Program effective August 25, 2014. Salary will be based on Masters, Step 2, \$46,604 for 192 days of service. This is a replacement position funded through the CAPP Budget.

**CAITLYN HIBALA**, personal care assistant, Autism Support effective September 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 180 days. This is a replacement position funded through the AS Budget.

**LAURA KOROT**, secretary, Curriculum Services effective August 26, 2014. Range 4 base salary of \$27,000 for 12 months of service will be prorated for a total of 220 days. This is a replacement position funded through the CAOLA Budget.

**JORDAN MARSHALL**, educational paraprofessional, Autism Support effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for 184 days. This is a new position funded through the AS Budget.

**CASSANDRA MIZAK**, educational paraprofessional, Autism Support, effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 184 days. This is a replacement position funded through the AS Budget.

**JESSICA PACE**, physical therapist, OT/PT effective August 25, 2014. Base salary of Masters +60, Step 4, \$54,217 for 189 days of service will be prorated for a total of 170 days. This is a new position funded through the EI OT/PT Budget.

**ERIC SCHNECK**, application support specialist, Technology Services effective September 2, 2014. Range 2 base salary of \$36,309 for 12 months of service will be prorated for 216 days through June 30, 2015. This is a new position funded through the Network Services Budget.

**ADAM SHICKLEY**, teacher, Autism Support effective August 25, 2014. Base salary of Bachelors, Step 4, \$45,630 for 189 days of service will be prorated for a total of 186 days, with an additional three (3) days for new employee orientation and induction. This is a new position funded through the AS Budget.

**MEGAN SLAUTTERBACK**, teacher, Early Intervention effective September 15, 2014. Base salary of Bachelors, Step 1, \$42,872 for 189 days of service will be prorated for a total of 156 days. This is a replacement position funded through the MAWA Budget.

**AARON SICA**, application support specialist, Technology Services effective August 25, 2014. Range 2 base salary of \$36,309 for 12 months of service will be prorated for 221 days through June 30, 2015. This is a replacement position funded through the Network Services Budget.

**HELEN STARNER**, program assistant, Curriculum Services effective August 25, 2014. Range 2 base salary of \$30,780 for 12 months of service will be prorated for a total of 221 days. This is a replacement position funded through the Special Projects Budget.

**MICHAEL ZITO**, full-time intervention EPP, Student Services effective September 2, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated for a total of 180 days. This a replacement position funded through the ES Budget.

#### CHANGE OF STATUS

**SHARON BRANDT**, from day-to-day substitute to part-time, long-term substitute educational paraprofessional, Early Intervention effective August 25, 2014 through June 30, 2015. To be paid at the rate of \$12.20 per hour based on HS+30, Step 1, \$17,299 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

**DANIELLE DAVIS**, teacher, Emotional Support effective July 30, 2014, placed on inactive status pending further action.

**NATASHA DECKER**, from part-time educational paraprofessional in 2013/2014 to full-time educational paraprofessional, Emotional Support effective August 25, 2014. Salary will be based on HS+30, Step 1, \$17,299 for 189 days of service. This position is funded through the ES Budget.

**VALERIE FRANCIS**, from day-to-day substitute to part-time educational paraprofessional, Early Intervention effective August 25, 2014. To be paid at the rate of \$12.20 per hours based on HS+30, Step 1, \$17,299 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**TERESA FREELAND**, full-time program assistant, Curriculum Services to part-time access secretary, Student Services effective August 1, 2014. To be paid at the Range 4 rate of \$15.05 per hour, 7 hours per day, prorated for a total of 177 part-time days. This is a replacement position funded through the Access Budget.

**BARBARA FREY**, from part-time, long-term substitute in 2013/2014 to full-time permanent educational paraprofessional, Emotional Support effective August 25, 2014. Salary will be

based on HS+30, Step 13, \$27,237 for 189 days of service. This position is funded through the ES Budget.

**TERSANDRIA HASKINS**, from part-time, long-term substitute in 2013/2014 to part-time permanent educational paraprofessional, Diagnostic effective August 25, 2014. Base salary of HS+30, Step 1, \$17,299 for 189 days of service will be prorated at 5.75 hours per day for a total of 182 days. This position is funded through the Diagnostic Budget.

**JENNIFER HOPKINS**, from long-term substitute in 2013/2014 to full-time permanent educational consultant, Student Services effective August 25, 2014. Salary will be based on Masters, Step 2, \$46,604 for 189 days of service. This position is funded through the EC Budget.

**TAMMY POFF**, from long-term substitute in 2013/2014 to full-time permanent educational consultant, Student Services effective August 25, 2014. Salary will be based on Masters +15, Step 2, \$47,967 for 189 days of service. This position is funded through the EC Budget.

**SUSAN ROTH**, from teacher, Emotional Support to educational consultant, Student Services effective August 25, 2014. This is a replacement position funded through the ES Budget.

**NICOLE WERTZ**, from long-term substitute in 2013/2014 to full-time permanent teacher, Emotional Support effective August 25, 2014. Salary will be based on Bachelors, Step 2, \$43,660 for 189 days of service. This position is funded through the ES Budget.

#### CHANGES OF SALARY

**KYNISHA CLOUD**, speech therapist, Early Intervention, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**STEPHANIE KLEESE**, long-term substitute speech therapist, Early Intervention, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**STEPHANIE KRAMER**, speech therapist, School-age, payment of \$2,500 ASHA stipend effective for the 2014/2015 school year.

**COTY MARTIN**, change of salary for completion of requirements of an Application Developer II, Technology Services effective August 29, 2014. New base salary of \$68,850 for 12 months of service will be prorated for a total of 217 days through June 30, 2015."

**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 also highlighted several items under the CAIU Team Reports.

#### 2014-15 CAIU Organizational Goals

Mrs. Mortzfeldt shared the 2014-2015 CAIU Organizational Goals as a 3-year plan, with benchmarks forthcoming.

#### 2014-15 Monthly Board Topics & Visits

An updated list of Monthly Board Topics and Visits for 2014-15 school year was available for the Board Member's review. Please contact Mrs. Mortzfeldt if you have additional topics of interest. Mrs. Nancy Otstot stated that she would be interested in visiting CASA Charter School.

#### President's Report

Mrs. Jean Rice thanked the Board members for their attendance. She appreciates the time and effort they give every month. She hopes that all of the districts had a great opening to the new school year.

#### Board Member Sharing of Information

- Mrs. Brenda Myers, Susquenita SD, asked the board members for input regarding their policy and procedures regarding drug testing in their district. She was interested in knowing the groups tested and at what grade level the testing began.
- Dr. Fred Baldwin, Carlisle Area SD, shared his insight into the revenue bond concept of Representative Grell's pension reform plan. He urged the board members to examine the elements of the plan.

- Mr. Wilbur Wolf, Jr., Big Spring SD, shared that during the 13-14 school year, all ninth graders in Big Spring SD were provided with Chromebooks to assist in the instructional process. This school year, Big Spring SD has decided to implement the 1:1 initiative with all students in Grades 6-12 receiving a Chromebook.
- Dr. Tony Tezik, West Shore SD, asked other members if their districts were experiencing a turnover in administrative staff. Several principal positions were recently replaced at West Shore.

**Information Items**

The following information Items were available for the Board Members' review:

- Save the Date - Statewide Videoconference Event - September 30
- Letter from PDE - CAIU Fiscal 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, September 25, 2014, 8:00 a.m., Board Room, CAIU Enola Office. There will be a Board presentation on Training & Consultation (TaC) Services immediately following the September meeting.

**Adjournment**

**Dr. Fred Baldwin moved, seconded by Mrs. Nancy Otstot**, "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 9:23 a.m. the meeting adjourned.

Rennie Borreli,  
Board Secretary