

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**June 26, 2014  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 26, 2014, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:02 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mr. Michael Berk, Mr. Charles Brown, Mr. Clifton Edwards, Ms. Barbara Layne, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Maryellen Sheehan, Mr. J. Bruce Walter, Mrs. Patricia Whitehead-Myers and Mrs. Trudy Withers

**Members not in attendance were:** Mrs. Janis Macut, Dr. Elisabeth McLean, Mrs. Barbara Geistwhite, Mrs. Laurie Reichert, Dr. Anthony Tezik, and Mr. Wilbur Wolf

**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:** Theresa Kinsinger, Alicia McDonald, Brian Griffith and Len Kapp

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| <b>BOARD MEETING</b>   | At 8:02 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.  |
| <b>EXECUTIVE SESSION</b>                                       | At 8:02 a.m. the Board entered into an executive session to discuss a personnel matter.   |
| <b>BOARD MEETING</b>   | At 8:07 a.m. the Board reconvened the Regular Board Meeting.  |
| <b>Pledge of Allegiance and Roll Call</b>                      | <b>All stood and pledged allegiance to the flag of the United States of America.</b>  |
| <b>Recognition of the Public: Items Specific to the Agenda</b> | There was no public in attendance.  |
| <b>Reports &amp; Updates</b>                                   |   |
| Announcement of CAIU Retirees                                  | The CAIU Board of Directors announced and recognized the following CAIU Retiree:<br><b>Patricia Tempest</b> , Reading Specialist, ANPS, after 20 years of service<br><b>David Wenger</b> , Mental Health Treatment Specialist, CAPP, after 15 years of service  |
| CAIU Team Reports  | <ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, shared that Preschool classes and Extended School Year (ESY) classes begin in early July. This summer there are 10 ESY classes at Hill Top Academy and in Derry Township SD. Classes will also be held at the Center for Industrial Training (CIT) and Goodwill Industries. Immediately following the board meeting, she provided a School-Age Services and Special Education overview.</li> <li>• Theresa Kinsinger, Director of HR, Business and Communications, shared that as we close one school year and plan for the next school year, the HR team is finalizing new hires and sending salary and assignment letters. Also, the second phase of the Wellness Initiative has been implemented. Staff who participated in the Wellness Initiative will receive a reduction in their premium share costs.</li> <li>• Brian Griffith, Director of Curriculum Services, shared information about the Regional Blended Learning Grant opportunity. The CAIU will administer a</li> </ul> |

- competitive grant process to assist middle and high schools in implementing a personalized learning environment. Through a combination of planning grants and a launch grant, the primary goals are to spur wider and deeper thinking and discussion about new teaching and learning environments, and to crystalize that into actual implementation. The grant selectees will serve as useful examples to other schools in order to advance the implementation of personalized learning throughout our region. The secondary goal is to test and refine CAIU support mechanisms for personalized learning in order to better support other schools.
- Len Kapp, Supervisor of Operations and Transportation, shared that the parking lot resealing is complete and the line painting will be completed by the end of this week. The restroom renovation project will begin on Monday, June 30. The entire project for the four restroom areas will take about six weeks. There will also be some minor office space remodeling this summer to accommodate the space needs in the Curriculum area.
- Rennie Borreli, Board Secretary, indicated that she revised the Board member directory information and a copy is at each board member's seat. The ballots for the CAIU annual board member election are due by Friday. There are three districts that have not returned their ballots.
- Daren Moran, Business Manager, shared that the state auditors are currently reviewing our fiscal records. He also participated, along with several other CAIU staff, in the IDEA Fiscal Review conducted by PDE. It was a very positive review and PDE has requested to use our IU's process as a standard for the state. This month was a very busy month preparing 2014-15 budgets. He also shared the overall budget assumptions for salaries and benefits used in the 2014-15 budgets.
- Dr. Rhonda Brunner attended today's Board meeting. She will assume the position as Assistant Executive Director on July 1<sup>st</sup>. She has spent a few days getting settled into her office and becoming acclimated to the CAIU and the programs and services.
- Cindy Mortzfeldt, Executive Director, shared that she attended the Autism Support Program's Competent Learner Model (CLM) Accreditation ceremony. Vicci Tucci, founder of CLM and Tucci Learning Solutions, presented the certificate to our program educational consultants and supervisor. The Nonpublic School Services program, in collaboration with Curriculum Services staff, provided a three day professional development academy for teachers and administrators working in nonpublic schools. One hundred seventy-nine teachers and administrators from fifteen nonpublic schools attended the sessions. Cindy, along with Cheryl Giles-Rudawski and the elementary principal from Upper Dauphin Area SD, participated in the Title III monitoring. We also completed the desk audit for the Title IIA program. Daren, Rennie, and Cindy met with Charles Brown, the new board member from Newport SD, to provide an overview of CAIU services.
- On behalf of the Technology team, Cindy shared that the Technology Team will be completing a migration to a Cisco VoIP Phone system. Our technology services team has been supporting the Cisco VoIP system at the CAIU for the past several years and for five of our local school districts. The Technology Services Team has been approved to provide Managed Network Services for the Upper Dauphin Area School District. Also Dauphin County Technical School has signed an agreement for Tier 2 and 3 network support as they advance their technology plan.

#### Approval of Minutes

**Ms. Barbara Layne moved, seconded by Mrs. Nancy Otstot**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 22, 2014 be approved."

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

<b>Board Committee Report</b>	Mrs. Judith Quigley, Nominating Committee Member, asked the Board members to submit their name to Mrs. Reichert or herself if interested in serving as President or Vice President. The CAIU Board reorganization month is July.
<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	Treasurer's Report – May 2014
Payment of Bills	Payment of Bills May 2014. There were #541 checks for a total of <b>\$3,573,786.93</b>
Summary of Operations	Summary of Operations – May 2014."
	<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>Mr. Mike Berk moved, second by Ms. Barbara Layne</b> "that the following budget administration items be approved:
Proposed 2013-14 Budget – Direct Certification Grant	Proposed 2013-14 Budget – Direct Certification Grant
Proposed 2013-14 Budget Revisions	Proposed 2013-14 Budget Revisions: <ul style="list-style-type: none"> <li>• Budget Revision A – Early Intervention Access</li> <li>• Budget Revision B – Early Intervention</li> </ul>
Proposed 2013-15 Budget Revisions	Proposed 2013-15 Budget Revisions: <ul style="list-style-type: none"> <li>• Revision B – Title I, Part A – Improving Basic Programs</li> <li>• Revision A – Title I, Part D – Neglected and Delinquent Subpart 2</li> <li>• Revision A – Title II, Part A – Improving Teacher Quality</li> </ul>
Proposed 2014-15 Budget	Proposed 2014-15 Budgets: <ul style="list-style-type: none"> <li>• Act 89 (Nonpublic Schools) (2nd Reading)</li> <li>• Cafeteria Services</li> <li>• Capital Area Partial Program (CAPP)</li> <li>• Capital Area School for the Arts (CASA) - Sublease Agreement</li> <li>• Conference Planning</li> <li>• Diakon Center Point Program</li> <li>• Early Intervention Access</li> <li>• Early Intervention (2nd Reading)</li> <li>• ELECT and Fatherhood Initiative</li> <li>• English as a Second Language (ESL)</li> <li>• Financial Software Application</li> <li>• Hospital Education Program</li> <li>• IDEA Section 611 – School Age</li> <li>• IDEA Section 611 – Early Intervention</li> <li>• IDEA Section 619 – Early Intervention</li> <li>• Institutionalized Children's Program (2nd Reading)</li> <li>• LLIU/PATTAN Subcontract</li> <li>• Loysville Youth Development Center</li> <li>• Nonpublic Auxiliary Title Programs</li> <li>• Online Learning Initiative (CAOLA)</li> </ul>

- Professional Services
- Review of Higher Ed Teacher Programs
- Student Services (2nd Reading)
- Technology Entrepreneurial
- Transportation (2nd Reading).”

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

CAIU Audit Engagement (2013-14 Fiscal Year)

Approval to engage the accounting firm of Brown Schultz Sheridan Fritz to conduct the independent audit for the 2013-14 fiscal year; for a fee not to exceed \$33,000, plus expenses.

Cafeteria Rates 2014-15

The following proposed cafeteria rates for the 2014-15 school year.

	<b>2013-14 Rates</b>	<b>Proposed 2014-15 Rates</b>
• <b>Milk</b> for students/adults	.50	<b>.55</b>
• <b>Lunch (K-12)</b>	2.50	<b>2.60</b>
• <b>Lunch, Reduced*</b>	.40	.40
• <b>Lunch, Adult</b>	3.75	<b>3.85</b>
• <b>Breakfast (K-12)</b>	1.50	1.50
• <b>Breakfast, Reduced*</b>	.30	.30
• <b>Breakfast, Adult</b>	2.00	2.00

\*Reduced prices set by PDE

Special Education Service Contract Summary – 2014-15

2014-15 Special Education Service Contracts for the following: Big Spring SD, Camp Hill SD, Capital Area School for the Arts Charter School, Carlisle Area SD, Cumberland Valley SD, Halifax Area SD, Lower Dauphin SD, Middletown Area SD, Millersburg Area SD, Newport SD, Northern York County SD, Shippensburg Area SD, South Middleton SD, Steelton-Highspire SD, Susquenita SD, West Perry SD and West Shore 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**

**There were no Policy and Program Items.**

**Personnel Items**

**Mr. Mike Berk moved, seconded by Ms. Barbara Layne** “that the following personnel items be approved:

**RESIGNATIONS**

**SAMANTHA BISE**, secretary, CAOLA effective July 7, 2014. Reason: Personal.  
**BRIGID BROWN**, educational consultant, Deaf/Hard of Hearing Support effective May 21, 2014. Reason: Personal.  
**GERMAINE HAUT**, social worker, Early Intervention effective September 12, 2014. Reason: Retirement after 13 years of CAIU service.

**TERESA JONES**, part-time speech therapist, Early Intervention effective August 8, 2014. Reason: Personal.

**SUE SHIRK**, educational paraprofessional, Early Intervention effective July 31, 2014. Reason: Retirement after 11 years of CAIU service.

**STELIANA VASSILEVA**, application support engineer II, Technology Services effective June 19, 2014. Reason: Accepted a position as a Business Analyst at Harrisburg Area Community College.

#### CHANGES OF SALARY

**SARAH ALTMAN-KOPKO**, part-time speech therapist, Early Intervention, change of salary due to increase in number of work days for the 2014/2015 school year. Base salary of Masters +60, Step 2, \$52,248 for 189 days of service will be prorated for 132 days through June 30, 2015.

**EILEEN BEDDALL**, part-time speech therapist, Early Intervention, change of salary due to decrease in number of work days for the 2014/2015 school year. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for 118 days through June 30, 2015.

**SUSAN BRUNER**, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

**AMY COOK**, part-time occupational therapist, OT/PT, change of salary based upon a look back and recalculation of days. Employee to be paid a total of \$388.38 on June 30, 2014, the difference between Step 9 and Step 10 for the 2012/2013 school year for 40 days. Salary for the 2014/2015 school year will be based on Masters, Step 11, \$59,603 for 189 days of service, prorated for 95 days.

**DINA DUFFY**, part-time speech therapist, Early Intervention, change of salary due to increase in number of work days for the 2014/2015 school year. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for 95 days through June 30, 2015.

**LORI HOLTZINGER**, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

**LINDA JOHNS**, part-time occupational therapist, OT/PT, payment of \$1,250, half of the National Board Certification stipend effective for the 2013/2014 school year.

**KRISTI KUREN**, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

**SUSAN LAIRD**, guidance counselor, ANPS, change of salary for completion of Masters +15 credits effective March 10, 2014. New salary of Masters +15, Step 12, \$62,841 for 189 days of service will be prorated for the remaining 64 days of the 2013/2014 school year.

**LYNN SHAFER**, part-time occupational therapist, OT/PT, change of salary due to increase in number of work days for the 2014/2015 school year. Base salary of Masters +15, Step 10, \$58,996 for 189 days of service will be prorated for 72 days through June 30, 2015.

**TERRY SMITH**, from 50% transcriber and filing/50% secretary work to 100% secretary, Student Services effective July 1, 2014. Change of status results in a change of salary to \$31,590 for 12 months of service (\$16.20/hour). Budget remains unchanged.

**CHANDA TELLEEN**, educational consultant, Training and Consultation, change of salary for completion of Masters +30 credits effective May 7, 2014. New salary of Masters +30, Step 5, \$52,320 for 189 days of service will be prorated for the remaining 21 days of the 2013/2014 school year.

**TINA THOMAS**, part-time cafeteria worker, change in hourly rate for the 2013/2014 school year. To be paid at the rate of \$11.38 per hour for all hours worked retroactive to July 1, 2013. Employee was below the Range 5 minimum. This position is funded through the Cafeteria Budget.

**SUSAN WEST**, occupational therapist, OT/PT, payment of \$2,500 National Board Certification stipend effective for the 2013/2014 school year.

**TODD WITTERS**, physical education teacher, Loysville Youth Development Center, change of salary for completion of masters degree effective May 14, 2014. New salary of Masters, Step 3, \$47,233 for 189 days of service will be prorated for the remaining 21 days of the 2013/2014 school year.

**KAREN WRONSKI**, speech therapist, Early Intervention, change of salary due to increase in number of work days for the 2014/2015 school year. Base salary of Masters +15, Step 15, \$69,941 for 189 days of service will be prorated for a total of 158 days through June 30, 2015.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**BETH FITZPATRICK**, program secretary, Student Services effective July 21, 2014. Range 4 base salary of \$30,907 for 12 months of service (\$15.85/hour) will be prorated for a total of 246 days through June 30, 2015. This is a new position funded through the CORE Budget.

**TARA KEINER**, part-time speech therapist, Early Intervention effective July 1, 2014. Base salary of Masters +30, Step 6, \$53,858 for 189 days of service will be prorated for a total of 120 days during the 2014/2015 school year. This is a replacement position funded through the MAWA Budget.

**KIM PORR**, program secretary, Student Services effective July 7, 2014. Range 4 base salary of \$30,907.50 for 12 months of service (\$15.85/hour) will be prorated for a total of 256 days. This is a replacement position funded through the CORE Budget.

**MEGAN WALLACE**, inclusion consultant, Early Intervention effective July 1, 2014. Salary will be based on Masters, Step 5, \$49,756 for 192 days of service. This is a new position funded through the MAWA Budget.

**The following individuals are recommended for employment in the Extended School Year Program effective June 24, 2014 – July 29, 2014:**

Name	Position	Hourly Rate
Roseann Atkinson	EPP/PCA	\$12.20
Meredith Bailets	EPP/PCA	\$12.20
Evelyn Burkholz	EPP/PCA	\$12.20
Janelle Bushong	Teacher	\$35.10
Mattea Fera	EPP/PCA	\$12.20
Caitlin Harman	Teacher	\$30.24
Kelsey Moll	Teacher	\$30.24
Kyle Moll	Teacher	\$30.24
Amy Rehkamp	Teacher	\$35.10
Candace Reinbold	EPP/PCA	\$12.44
Emily Robenolt	EPP/PCA	\$12.20
Leann Rock	Teacher	\$32.32

CHANGE OF STATUS

**KATIE BLACK**, from long-term substitute to permanent full-time COTA effective July 1, 2014. Salary will be based on the COTA schedule of HS+30, Step 4, \$30,081 for 189 days of service.

**DORI DORRITIE**, from HR coordinator/subfinder coordinator to transportation clerk, effective September 1, 2014. Employee will move from Range 2 to Range 3 based on the change in job. Salary will remain unchanged for the 2014/2015 school year. This is a replacement position funded through the Transportation Budget.

**SUZANNE DRDA**, from part-time to full-time occupational therapist, OT/PT effective August 25, 2014. Salary will be based on Bachelors, Step 12, \$58,759 for 189 days of service.

**SHARON FARLEY**, from full-time to part-time occupational therapist, OT/PT effective August 25, 2014. Base salary of Masters, Step 15, \$68,583 for 189 days of service will be prorated for a total of 134 days through June 30, 2015.

**JEAN GRAY**, from inclusion teacher to educational consultant, Early Intervention effective July 1, 2014. Salary will be based on Masters, Step 15, \$68,583 for 189 days of service. This is a replacement position through the MAWA Budget.

**LYNDI JANNEY**, from long-term substitute to permanent full-time teacher, Early Intervention effective July 1, 2014. Salary will be based on Bachelors, Step 2, \$43,460 for 192 days of service. This position is funded through the MAWA Budget.

**TARA JONES**, continuation of long-term substitute position as speech therapist, Early Intervention effective July 1, 2014 through June 30, 2015. Salary for the 2014/2015 school year will be based on Masters, Step 1, \$45,817 for 189 days of service. This position is funded through the MAWA Budget.

**ASHLEY MARTZ**, from long-term substitute to permanent full-time speech therapist, Early Intervention effective June 2, 2014. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for an additional six days of the 2013/2014 school year. This position is funded through the MAWA Budget.

**MARY REBUCK**, from long-term substitute to permanent part-time occupational therapist, OT/PT effective August 25, 2014. To be paid at the rate of \$44.65 per hour based on Bachelors, Step 14, \$63,293 for 189 days of service. Replacement position funded through the OT/PT Budget.

**ALLISON SHAMBAUGH**, from long-term substitute to permanent full-time COTA effective July 1, 2014. Salary will be based on the COTA schedule of Bachelors, Step 1, \$30,081 for 189 days of service. New position funded through the OT/PT Budget.

**THERESA SHROYER**, from mental health worker to social worker, Pupil Services effective at the start of the 2014/2015 school year. Change of status results in a change of salary to Masters, Step 3, \$47,523 for 192 days of service. This is a replacement position funded through the Pupil Services Budget.

**CHERYL STRAW**, from part-time to full-time speech therapist, Early Intervention effective July 1, 2014. This position is funded through the MAWA Budget.

**KRISTIN WOODWARD**, from long-term substitute to permanent full-time teacher, Early Intervention effective July 1, 2014. Salary will be based on Bachelors, Step 1, \$42,872 for 192 days of service. This position is funded through the MAWA Budget.

#### LEAVES OF ABSENCE

**SHANNON ELLISON**, educational paraprofessional, child-rearing leave of absence effective August 25, 2014 through September 30, 2014. Leave is requested without pay in accordance with CAIU and FMLA policies.

**ARIAN MONASMITH**, CAOLA on-line administrator, child-rearing leave of absence effective October 28, 2014 through February 3, 2015. Leave is requested using accumulated sick leave for 30 days and without pay for 30 days in accordance with CAIU and FMLA policies.

**JEAN MULLIGAN**, itinerant teacher, Blind/Visually Impaired Support, extension of sabbatical leave of absence through December 2014 for restoration of health.

#### ISSUANCE OF TENURE

Upon recommendation of the Executive Director, the following temporary professional employees to be elevated to the status of professional and shall be issued professional contracts, effective June 2014:

**KIMBERLY CAIN**, speech/language clinician, School-age Speech  
**KRISTEN DIECK**, ESL teacher  
**SARAH LEPLEY**, remedial specialist, ANPS  
**DELILAH SISLER**, speech/language clinician, Early Intervention  
**KRISTIN WILSON**, ESL teacher.”

**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 reported on the following:

- The CAIU Technology Team will be completing a migration to a Cisco VoIP Phone system. Our technology services team has been supporting the Cisco VoIP system at the CAIU for the past several years and for five of our local school districts.
- The Technology Services Team has been approved to provide Managed Network Services for the Upper Dauphin Area School District.
- Dauphin County Technical School has signed an agreement for Tier 2 and 3 network support as they advance their technology plan.
- Invited Board Members to stay for a presentation by Alicia McDonald on School-Age Services and Special Education overview immediately following the board meeting.
- Immediately following the July meeting, Board members are invited to visit the Delbrook Preschool Center in Mechanicsburg.

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

Mrs. Rice shared that it is always a pleasure to see each board member at the monthly meeting. She appreciates their attendance.

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

- Mrs. Trudy Withers, Halifax Area SD, shared that they approved Dr. Michele Orner as their district's new superintendent.
- Ms. Barbara Layne, Middletown Area SD, shared that they broke ground for their new high school. In their district as an effort to cut costs, they retrofitted their buildings with motion sensors to control the lights throughout the building. They also have shut down their buildings during the summer months as a way to save on energy costs. Recently, a bill pertaining to HACC funding by the local school districts was passed in the House.
- Nancy Otstot, East Pennsboro Area SD, shared on behalf of the alumni association an opportunity to attend a show, "Dixie Swim Club" at the Oyster Mill Playhouse. Tickets are available for the show at \$20 per person.
- Mike Berk, South Middleton SD, shared that they recently began a renovation project on their upper elementary school building. Also, they finalized an early bird agreement with their teachers.

#### **Departing Board Members**

At 9:16 am Mrs. Trudy Withers and Mrs. Brenda Myers departed the Board Meeting.

#### **Information Items**

Information Items were available for the Board Members' 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, June 26, 2014, 8:00 a.m., Board Room, CAIU Enola Office. There will be a Board Visit to Delbrook Preschool Center immediately following the July meeting.

#### **Adjournment**

**Ms. Barbara Layne moved, seconded by Mrs. Judith Quigley, "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