

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**April 24, 2014  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 24, 2014, 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. Michael Berk, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, 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:** Ms. Barbara Layne, Mrs. Janis Macut and Mr. Matthew McGuire

**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, Michelle Sholder and Len Kapp

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| <b>BOARD MEETING</b>   | At 8:04 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.  |
| <b>EXECUTIVE SESSION</b>                                       | At 8:04 a.m. the Board entered into an executive session to discuss a personnel matter.   |
| <b>BOARD MEETING</b>   | At 8:11 a.m. the Board reconvened the Regular Board Meeting.  |
| <b>Pledge of Allegiance and Roll Call</b>                      | All stood and pledged allegiance to the flag of the United States of America.   |
| <b>Acceptance of CAIU Board Member Resignation</b>             | <p><b>Mr. Mike Berk moved, seconded by Mrs. Nancy Otstot,</b> "to accept the resignation of Mr. Matthew McGuire, Newport SD, from the CAIU Board of Directors effective May 1, 2014. Mr. McGuire has resigned from his position on the Newport School Board."</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>  |
| <b>Recognition of the Public: Items Specific to the Agenda</b> | Mrs. Jean Rice welcomed Michelle Sholder, CAEA and Celia, Susquehanna Service dog at Hill Top, to the Board meeting.  |
| <b>Reports &amp; Updates</b>                                   |   |
| Announcement of CAIU Retirees                                  | The CAIU Board of Directors recognized the retirement of Steward Weibley, CAIU Lead Maintenance Mechanic, after 27 ½ years of service.  |
| CAIU Team Reports  | <ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, shared that the CAIU Capital Area Partial Program (CAPP) was recently monitored by DPW and PerformCare. Due to some deficiencies in the medical report documentation, CAPP will be required to submit an action plan to correct the deficiencies. During this corrective time, the CAPP program will not be able to bill medical assistance for time relating to any new patients.</li> </ul> |

The CAIU provides the educational programming at Loysville Youth Development Center (LYDC). It is anticipated that the program will be flat funded for the 2014-15 school year. Alicia has requested that PDE review our Planned Education Program (PEP) to provide input regarding which services should be reduced or eliminated. PDE indicated that summer school program is not required at LYDC during the summer 2014. PDE will also review the enrollment numbers at each youth development center to determine if any additional funds will be allocated for LYDC. Alicia also shared background information about the School Based Access Program. There are several barriers regarding third party liability and insurance carriers that are blocking Access funds for school districts and IUs.

- Theresa Kinsinger, Director of HR, Business and Communications, shared that at the next quarterly HR Advisory meeting on May 15, there will be a presentation from Source4 Teachers, a substitute teacher service. Several districts and the CAIU have looked at options to meet the substitute teacher needs in our schools. The CAIU continues to implement the Wellness component of our health care program with the required activities for the second phase to be completed by June 15<sup>th</sup>. Staff that completes the wellness component pays 3% less on their premium share costs.
- Len Kapp, Supervisor of Operations and Transportation, indicated that several small projects will be completed in the next several months. He briefly provided an overview of the restrooms remodel project. The restrooms are original to the Enola building from 1990 and the renovation will bring the restrooms up to current ADA compliance.
- Brian Griffith, Director of Curriculum Services, shared that we continue to review models for blended/hybrid learning. In the near future, some CAIU staff and district staff plan to visit other schools to see first-hand how blended learning is being implemented in various school settings.
- Daren Moran, Business Manager, reached out to Harristown Development Corporation. The CAIU is currently the leaseholder with Harristown for the space occupied by CASA Charter School in Strawberry Square. At this time, Harristown is not interested in renegotiating the lease with the Charter School. By school code, the charter school cannot negotiate a lease beyond the approved charter. On an annual basis, Daren will contact Harristown to inquire about the current lease agreement.

#### Early Intervention Verification Summary

The CAIU Early Intervention program received the verification report regarding the review of the program conducted in March. The program received an overall score of 97% which “fully meets requirements.” Although the overall score was exceptional, the EI supervisors will submit a minimal corrective action plan to remedy any areas for suggested improvement.

#### 2014-15 CAIU Special Education Plan

The annual Special Education Plan was available for the Board’s review. The plan will be submitted to PDE through the egrants system within the next week.

#### Approval of Minutes

**Mrs. Nancy Otstot moved, seconded by Dr. Fred Baldwin,** “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of March 27, 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.**

#### Board Committee Report

The CAIU Board Finance and Buildings & Grounds Committees met in a joint meeting on Thursday, April 17, 2014 with Cindy Mortzfeldt, Daren Moran, and Len Kapp to review the restroom renovation project and the Fund Balance Policy. Daren Moran shared an overview of the fund balance policy and the funds that will be set aside for capital projects and future benefit costs. The restroom renovation costs will be paid from these assigned funds.

**Treasurer’s Report**

**Mrs. Laurie Reichert moved, seconded by Mrs. Nancy Otstot,** “that the following fiscal items be approved:

Treasurer's Report                      Treasurer's Report – March 2014

Payment of Bills                              Payment of Bills March 2014. There were #560 checks for a total of \$3,904,932.49

Summary of Operations                      Summary of Operations –March 2014.”

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

**Budget Administration**

**Mrs. Laurie Reichert moved, second by Mrs. Judith Quigley,** “that the following budget administration items be approved:

Proposed 2012-14 Budget Revisions                      2012-14 Budget Revision B–Title I, Part D – Neglected and Delinquent Subpart 2

Proposed 2013-14 Budget Revisions                      The following 2013-14 Budget Revisions:

- Revision A – IDEA Section 611-School-Age (Component 2 & 3)
- Revision A – Student Services
- Revision B – Loysville Youth Development Center.”

**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. Mike Berk moved, seconded by Dr. Elisabeth McLean,** “that the following other Fiscal Items be approved:

2014-15 Student Services Fixed Rates

The following 2014-15 Student Services Fixed Rates:	<b>14-15 Per Hour</b>	<b>14-15 Per Day</b>
ADOS (Autism Diagnostic Observation Schedule) Team Evaluation		1089
Audiology	110	
Autism Support	105	625
Blind/Visually Impaired Support	164	785
Case Management	105	
Deaf/Hearing Impaired Support	164	785
Emotional Support	105	
Multiple Disabilities Support	105	625
Occupational Therapy	110	660
Physical Therapy	110	660
Positive Behavioral Support	105	625
Reading Services	101	
Social Work	105	625
Speech/Language Support	119	712
Psychological Counseling	105	625
Psychological Evaluation	105	625
Special Education Coaching	105	625
Transition Assessment		1045
Experiential Education & Learning:		
Full Day		625
Half Day		375

Training	625
Programmatic Consultation	105

Resolution Opposing  
Restricting Federal Medical  
Assistance Reimbursement

Resolution Opposing Restricting Federal Medical Assistance Reimbursement.”

**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. Laurie Reichert moved, seconded by Mrs. Barbara Geistwhite,** “that the following policies and programs be approved:

Second Reading, Existing  
Position, Revised  
Descriptions

Second Reading and approval of the following Existing Position, Revised Descriptions:

- Lead Maintenance Technician
- Maintenance Technician

Second Reading, Existing  
Position, New Description

Second Reading and approval of the following Existing Positions, New Description with the removal of “college preferred” under required qualifications #1:

- Mental Health Worker - Behavior Interventionist
- Mental Health Worker - Capital Area Partial Program
- Mental Health Worker - Case Manager for ELECT/EFI

Second Reading - 2014-15  
CAIU 12-Month Employee  
Calendar

Second Reading and approval of the 2014-15 CAIU 12-Month Employee Calendar.

First Reading, Existing  
Position, Revised  
Description

The following Existing Position, Revised Descriptions were available for first reading:

- Occupational Therapist
- Certified Occupational Therapy Assistant
- Physical Therapist

First Reading, Existing  
Position, New Description -  
Physical Therapist Assistant

The following Existing Position, New Description was available for first reading:

- Physical Therapist Assistant

2014 - 2015 Student  
Services Master Calendar

2014 - 2015 Student Services Master Calendar

Revised 2013-14 Diakon  
School Calendar

Revised 2013-14 Diakon School Calendar.”

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

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**JOEI HALL ASKEY**, part-time, long-term substitute Educational Paraprofessional, Early Intervention effective May 12, 2014 through July 31, 2014. To be paid at the rate of \$11.74 per hour based on HS+30, Step 1, \$16,654 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

**JODY COBLE**, part-time Educational Paraprofessional, Early Intervention effective April 23, 2014. To be paid at the rate of \$11.99 per hour based on HS+30, Step 2, \$16,989 for

189 days of service. This is a replacement position funded through the MAWA Budget. **LISA CONRAD**, Educational Paraprofessional, Autism Support effective April 22, 2014. Base salary of HS, Step 1, \$15,342 for 189 days of service will be prorated for the remaining 37 days of the 2013/2014 school year. This position is funded through the Autism Budget.

**ALLISON SHAMBAUGH**, full-time, long-term substitute COTA (Certified Occupational Therapy Assistant) effective April 28, 2014 through June 30, 2014. Salary will be based on the COTA schedule, Step 1, \$29,491 for 189 days of service prorated for the remaining days of the 2013/2014 school year. This is a long-term substitute position funded through the MAWA Budget.

#### CHANGE OF STATUS

**LISA SMILEY**, Educational Consultant, Autism Support, change of status from full-time to part-time following child-rearing leave of absence effective April 1, 2014. Base salary of Masters, Step 9, \$55,505 for 189 days of service will be prorated for a total of 20 days through the end of the 2013/2014 school year.

**HEATHER WALDNER**, from Reading Specialist to Floater Teacher Substitute effective April 14, 2014 due to change in funding. The Reading Specialist position is funded through the Equitable Participation Budget for 151 days. Floater Teacher position is funded through the Floater Budget for a total of 38 days.

#### CHANGES OF SALARY:

**BRANDON BARNHART**, Social Worker, Pupil Services, change of salary for completion of Masters +15 credits effective April 9, 2014. New base salary of Masters +15, Step 3, \$48,661 for 189 days of service will be prorated for the remaining 44 days of the 2013/2014 school year.

**BETHANY BORNAK**, Speech/Language Clinician, Early Intervention, change of salary for presentation of ASHA certification. ASHA stipend of \$2,500 will be prorated for a total of 96 days through June 30, 2014.

**ASHLEY DOWLER**, Speech/Language Clinician, Early Intervention, change of salary for presentation of ASHA certification. ASHA stipend of \$2,500 will be prorated for a total of 96 days through June 30, 2014.

**RITA HARVEY**, Mental Health Treatment Specialist, CAPP, change of salary for completion of Master's +45 credits effective March 17, 2014. New base salary of Masters +45, Step 9, \$59,787 for 189 days of service will be prorated for the remaining 60 days of the 2013/2014 school year.

**BARBARA KLINE**, Occupational Therapist, pay stipend of \$2,500 for presenting proof of National Board Certification in Occupational Therapy. Payment of the stipend is retroactive to July 1, 2013.

**EMILY SIDELINGER**, Speech/Language Clinician, School-age Program, change of salary for completion of Masters +15 credits effective March 24, 2014. New base salary of Masters +15, Step 4, \$49,711 for 189 days of service will be prorated for the remaining 53 days of the 2013/2014 school year.

#### LEAVES OF ABSENCE:

**KATIE KLOPP**, Teacher, Early Intervention, requesting child-rearing leave of absence effective June 30, 2014 through July 31, 2014. Leave is requested with pay using accumulated sick and personal leave for a total of 14 days and without pay for a total of five (5) days. Leave is requested in accordance with FMLA and CAIU Policies.

**HEATHER MARTSOLF**, Inclusion Teacher, Early Intervention, extension of child-rearing leave without pay through May 9, 2014. Leave is requested in accordance with CAIU Policy."

**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**

Cindy Mortzfeldt, Executive Director, provided an overview of the services delivered at the Diakon Youth Center program. Diakon is an educational program designed to meet the needs of adjudicated youth. The academic subjects are taught by CAIU staff. In addition to instructional activities, the CAIU also is the fiscal manager for federal Title ID funds for Diakon and several Vision Quest sites located across the Commonwealth. The federal funds support the vocational training at these institutions for delinquent youth. The Champions for Children Basket Bingo event was held at the CAIU on April 11. There were approximately 90 participants and \$2,500 was raised in support of our Champions for Children organization. Mrs. Mortzfeldt reminded the board members that the May Board Topic is an Overview of Non-Public, Federal and Equitable Participation Programs. There will be a short presentation immediately following the May Board meeting.

**President's Report**

Mrs. Jean Rice thanked all the Board members for their attendance. In honor of Administrative Professionals' Day, the Board thanked Rennie Borreli for her work as Board Secretary.

**Board Member Sharing of Information**

- Mrs. Nancy Otstot asked for a report on the current CASA Charter School enrollment.
- The Annual CASA Gala and performance will be held on May 15. The CAIU team will receive the Arts and Education Award at the performance.

**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, May 22, 2014, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Laurie Reichert moved, seconded by Mr. Mike Berk, "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