

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**August 22, 2013****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 22, 2013, 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:** Mr. Robert Barr, Mr. Michael Berk, Mrs. Linda Butler (arrived after roll call), Mrs. Barbara Geistwhite, Ms. Barbara Layne, Mrs. Janis Macut, Mrs. Brenda Myers, Mrs. Nancy Otstot (arrived after roll call), Mrs. Laurie Reichert, Mrs. Donna Rode, Mrs. Judith Quigley, Mrs. Ellen Sheffey, Dr. Anthony Tezik, Mr. J. Bruce Walter and Mr. Wilbur Wolf

**Members not in attendance were:** Dr. Elisabeth McLean, Mr. Matthew McGuire and Mrs. Patricia Whitehead-Myers

**Non-Voting Members in attendance were:** Dr. Mary Jane Gales, CAIU Executive Director; Ms. Rennie Borrelli, CAIU Board Secretary; Mr. Daren Moran, Board Treasurer

**Staff/Public in attendance were:** Mrs. Cindy Mortzfeldt, Mr. Brian Griffith, Mrs. Theresa Kinsinger, Mr. Dave Martin, Mrs. Alicia McDonald, Mr. Len Kapp and Michelle Sholder

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| <b>BOARD MEETING</b>   | At 8:00 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.  |
| <b>EXECUTIVE SESSION</b>                                       | At 8:01 a.m. the Board entered into an executive session to discuss matters related to personnel, negotiations and legal.   |
| <b>BOARD MEETING</b>   | At 8:43 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>Recognition of the Public: Items Specific to the Agenda</b> | Mrs. Jean Rice welcomed Michelle Sholder, Vice President of CAEA, to the Board meeting.   |
| <b>Reports &amp; Updates</b>                                   |   |
| Announcement of CAIU Retirees                                  | There were no retirees this month.  |
| CAIU Team Reports  | <ul style="list-style-type: none"> <li>• Alicia McDonald, Director of Student Services, reported that a Schoolwide Summit for Hill Top Academy staff was held at Red Tail Meadow, the CAIU Ropes Course. The day focused on team building and resiliency as the staff prepares for a new school year. She also shared that 87 students participated in the Extended School Year (ESY) this summer.</li> <li>• Theresa Kinsinger, Director of Business, Human Resources (HR) and Communications, shared that the HR staff is getting ready for their office move from Lemoyne to Enola. The HR staff has been busy with over 60 job offers being made this summer. The Guest Teacher training will take place during the first week of September. There is a Benefits Fair planned for CAIU staff in November.</li> <li>• Len Kapp, Supervisor of Operations and Transportation, and his staff are completing final changes at the Enola office in preparation for the Business and Human Resources staff's move from Lemoyne to Enola.</li> </ul> |

Phase 3 of the HVAC replacement project is complete and the final phase will begin in mid-September with anticipated completion by the end of October.

- Brian Griffith, Director of Curriculum Services, reported that the curriculum team has been supporting our districts by providing professional development sessions during their opening week activities. His team members have also provided Mandated Reporter training for the CAIU staff. The CAIU Curriculum team also provides training for pre-service teachers at local universities. This training is a prerequisite for the student teachers.
- David Martin, Director of Technology Services, reported that the technology staff has installed two new networks for schools. The CAIU houses the redundant system here for wireless systems. Also, the technology team has worked with Barracuda to provide Internet content filter for students who use school owned equipment at home.
- Cindy Mortzfeldt, Assistant Executive Director, shared that nonpublic school services provided a six-week summer school program for students eligible to receive Title I services. Forty students attended this program. She also shared that information relating to the recently approved NCLB waiver granted to Pennsylvania will be shared at the September Federal Program Coordinators' training session.
- Daren Moran, Business Manager, indicated that the business office staff is preparing the year end close-out. The local auditors will begin their work next week. After the audit work is complete, the business office staff will be moving to the Enola office.
- Rennie Borreli, Board Secretary, shared that there are new voting procedures for PSBA elected officers. The September Board packet will include information about the candidates and voting requirements.

#### **Arriving Board Member**

Mrs. Linda Butler arrived at 8:59 a.m.

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

There was no recognition of the public or items specific to the agenda.

#### **Approval of Minutes**

**Mrs. Linda Butler moved, seconded by Mrs. Laurie Reichert,** "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of July 25, 2013 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**

There were no Board Committee reports.

**Mr. Wilbur Wolf moved, seconded by Mr. Robert Barr,** "that the following fiscal items be approved:

#### **Treasurer's Report**

Treasurer's Report - July 2013

#### **Payment of Bills**

Payment of Bills – July 2013. There were #424 checks for a total of \$4,540,332.90

#### **Summary of Operations – June 2013**

Summary of Operations – June 2013

#### **Summary of Operations - July 2013**

Summary of Operations - July 2013

**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. Barbara Layne moved, seconded by Mrs. Laurie Reichert, “that the following budget administration items be approved.”**

Proposed 2013-14 Budget Revision A – Loysville Youth Development Center (LYDC), State

Proposed 2013-14 Budget Revision A – Loysville Youth Development Center (LYDC), State in the amount of \$1,978,068

Proposed 2013-14 Budget – Loysville Youth Development Center (LYDC) – Title I, Part D

Proposed 2013-14 Budget – Loysville Youth Development Center (LYDC) – Title I, Part D in the amount of \$160,833.”

**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. Robert Barr moved, seconded by Mrs. Laurie Reichert, “that the following other fiscal matters be approved:**

Special Education Service Contract Summary – 2013-14

2013-14 Special Education Service Contract for the following: Agora Cyber CS, Greenwood SD, Steelton-Highspire SD and Williams Valley SD.

Lemoine Lease 2<sup>nd</sup> Amendment - Termination

Second amendment and termination of the Lemoine Lease effective September 15, 2013.”

**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. Judith Quigley moved, seconded by Mr. Mike Berk, “that the following policies and programs be approved:**

Second Reading, Existing Position, Revised Description – Admin AA – Board Secretary

Second Reading, Existing Position, Revised Description – Admin AA – Board Secretary

Second Reading, Existing Position, Revised Description - ACCESS Program Coordinator

Second Reading, Existing Position, Revised Description - ACCESS Program Coordinator with proposed wording changes to item #2 and #8 on the second page

Second Reading, Existing Position, New Description - Service Coordinator

Second Reading, Existing Position, New Description - Service Coordinator with proposed wording changes to item #16

Second Reading New Policy, Records Retention and Destruction

Second Reading New Policy, Records Retention and Destruction.”

**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 Layne moved, seconded by Mr. Anthony Tezik,** “that the following personnel items be approved:

## RESIGNATIONS

**JAMI ARNOLD**, Occupational Therapist, OT/PT effective August 16, 2013. Reason: Accepted position with a member school district.

**JASON FRIEDMAN**, Personal Care Assistant, Deaf/Hard of Hearing (DHH) Support effective August 13, 2013. Reason: To accept full-time teaching position.

**MELISSA GRUMBEIN**, Teacher, Autism Support, change in resignation/release date as the result of position being filled effective August 5, 2013.

**ERIN MOESER**, School Psychologist, Pupil Services effective September 13, 2013. Reason: Personal to pursue other employment opportunities and challenges.

**ALLISON SIDDLE**, LPN, Pupil Services effective August 23, 2013. Reason: Personal.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**SARAH BAHN**, Teacher, Emotional Support (ES) effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 6, \$50,779 for 192 days of service. This is a replacement position funded through the ES Budget.

**KAREEM COTTON**, part-time Educational Paraprofessional, Early Intervention effective August 26, 2013. To be paid at the rate of \$12.03 per hour based on HS+30, Step 4, \$17,055 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**ANNE HARTZFELD**, Remedial Specialist, Aid to Non-public School Services (ANPS) effective at the start of the 2013/2014 school year. Base salary of Masters, Step 15, \$68,293 for 189 days of service will be prorated based on release date from Susquehanna Township School District. This is a replacement position funded through the ANPS/Act 89 Budget.

**ERIN KELLY**, Personal Care Assistant, Autism Support (AS) effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 2, \$16,397 for 192 days of service. This is a new position funded through the AS Budget.

**REBECCA KUHN**, Teacher, Capital Area Partial Program (CAPP) effective the 2013/2014 school year. Base salary of Masters, Step 4, \$48,284 for 189 days of service will be prorated based on release date from current school district. This is a new position funded through the CAPP Budget.

**MICHELLE LEHMAN**, part-time head cook, cafeteria effective at the start of the 2013/2014 school year. To be paid at the rate of \$13.08 per hour. This is a replacement position funded through the Cafeteria Budget.

**ASHLEY MARTZ**, long-term substitute Speech Clinician, Early Intervention effective August 26, 2013 through May 30, 2014. Base salary of Masters, Step 1, \$45,527 for 189 days of service will be prorated for a total of 166 days. This long-term substitute position is funded through the MAWA Budget.

**MICHELE PAINTER**, Science Teacher, Loysville Youth Development Center (LYDC) effective at the start of the 2013/2014 school year. Salary will be based on Masters, Step 1, \$45,527 for 192 days of service. This is a replacement position funded through the LYDC Budget.

**NICOLE REDCROSS**, Educational Paraprofessional, Capital Area Partial Program (CAPP) effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a replacement position funded through the CAPP Budget.

**PAULA SEMBACH**, Nurse, Pupil Services effective at the start of the 2013/2014 school year. To be paid at 90% of Bachelors, Step 11, which equates to \$50,813 for 192 days of service as per the current Collective Bargaining Unit Agreement for registered nurses. This is a replacement position funded through the ACCESS Budget.

**ALEXIS SNYDER**, part-time, long-term substitute Inclusion Consultant, Early Intervention (EI) effective August 26, 2013 through the end of the 2013/2014 school year. To be paid at the rate of \$32.67 per hour based on Masters, Step 2, \$46,314 for 189 days of service. This is a long-term substitute position funded through the MAWA Budget.

**LISA SLOVER**, Educational Consultant, Student Services effective September 3, 2013. Base salary of Masters +15, Step 6, \$52,206 for 189 days of service will be prorated based on the number of days remaining in the 2013/2014 school year. This is a new position funded through the EC Budget.

**SHANNON SNYDER**, Educational Consultant, Student Services effective at the start of the 2013/2014 school year. Salary will be based on Masters +15, Step 1, \$46,954 for 192 days of service. This is a replacement position funded through the Student Services Budget.

**TRACEY SNYDER**, Personal Care Assistant, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on HS, Step 8, \$19,146 for 192 days of service. This is a new position funded through the Autism Support Budget.

**LINDSEY WEAVER**, part-time Educational Paraprofessional, Early Intervention effective August 26, 2013. To be paid at the rate of \$11.33 per hour based on HS+30, Step 1, \$16,069 for 189 days of service. This is a replacement position funded through the MAWA Budget.

**KRISTA WERNER**, Teacher, Student Services effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 3, \$44,379 for 192 days of service. This is a replacement position funded through the Diakon Budget.

**NICOLE WERTZ**, long-term substitute teacher, Emotional Support (ES) effective for the 2013/2014 school year. Salary will be based on Bachelors, Step 1, \$42,672 for 189 days of service. This is a long-term substitute position funded through the ES Budget.

#### Changes of Status

**MARY DEPALMA**, from Educational Consultant, Loysville Youth Development Center to Teacher, Autism Support effective at the start of the 2013/2014 school year. This is a change of position and program only. No change in salary or benefits. This is a replacement position funded through the Student Services Budget.

**JODY FORNEY-COLE**, from part-time Educational Paraprofessional, Early Intervention to full-time Mental Health Worker, Elect effective at the start of the 2013/2014 school year. Salary will be based on MHW-Bachelors, Step 5, \$31,046 for 189 days of service. This is a new position funded through the ELECT Budget.

**ROBERT FRETT**, School Psychologist, Pupil Services, reduction in salary as the result of a change in status from 229 to 189 day employee effective August 15, 2013. Salary will be based on Masters +60, Step 15, \$73,984 for 189 days of service.

**MARIA KATULIS**, from day-to-day substitute to full-time Educational Paraprofessional, Autism Support effective August 19, 2013. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a replacement position funded through the Autism Budget.

**TRACY KNAUSS**, from Physical Therapist, OT/PT to Service Coordinator, Early Intervention effective August 26, 2013. This is a change of position and program only. No change in salary or benefits. This position is funded through the MAWA Budget.

**MARY REBUCK**, from end long-term substitute contract to continuation of long-term substitute contract as a part-time Occupational Therapist, OT/PT effective through the end of the 2013/2014 school year. To be paid at the rate of \$44.51 per hour based on Bachelors, Step 14, \$63,093 for 189 days of service. This position is funded through the OT/PT Budget.

**STEPHANIE REED**, from long-term substitute to regular full-time teacher, Capital Area Partial Program (CAPP) effective at the start of the 2013/2014 school year. Salary will be based on Bachelors, Step 2, \$43,460 for 189 days of service. This position is funded through the CAPP Budget.

**ANNA SMYSER**, rescinded acceptance of the position as Teacher, Emotional Support (ES) effective July 3, 2013.

**KARIN TOPPING**, from part-time to full-time Occupational Therapist, OT/PT effective for the 2013/2014 school year. Salary will be based on Masters, Step 12, \$61,414 for 189 days of service. This position is funded through the OT/PT Budget.

**ZACHARY WEYHENMEYER**, from a day-to-day substitute to a full-time Personal Care Assistant, Autism Support effective at the start of the 2013/2014 school year. Salary will be based on HS+30, Step 1, \$16,069 for 192 days of service. This is a new position funded through the Autism Support Budget.

**GINA YOCUM**, from part-time Personal Care Assistant, PA Cyber School to part-time Educational Paraprofessional, Capital Area Partial Program (CAPP) effective August 26, 2013. Base salary of HS+30, Step 9, \$21,284 for 189 days of service will be prorated at 5.75 hours per day for a total of 184 days. This position is funded through the CAPP Budget.

**GINA YOCUM**, part-time Educational Paraprofessional, Capital Area Partial Program (CAPP), change of status from working 5.75 hours/day to 5.5 hours per day effective for the 2013/2014 school year. Base salary of HS+30, Step 9, \$21,284 for 189 days of service will be prorated at 5.5 hours per day for a total of 184 days. This position is funded through the CAPP Budget.

**CAROLYN YODER**, from Speech Clinician to Educational Consultant, school-age speech effective at the start of the 2013/2014 school year. No change in salary or program. This is a replacement position funded through the School-age Speech Budget.

#### **LEAVES OF ABSENCE:**

**LISA SMILEY**, Educational Consultant, Autism Support, child-rearing leave of absence without pay effective August 26, 2013 through April 1, 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.**

Appointment of a new Executive Director of the Capital Area Intermediate Unit

**Mr. Robert Barr moved, seconded by Mrs. Geistwhite**, “that the agenda be amended to add the appointment of Mrs. Cindy Mortzfeldt as the new executive director of the Capital Area Intermediate Unit for a four year term commencing on January 1, 2014 and ending on December 31, 2017.

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

New Executive Director’s Employment Contract

**Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Lane**, “that the new Executive Director’s employment contract, as amended, be approved.”

**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**

Dr. Mary Jane Gales Executive Director’s Report was available for the Board Members’ review. Dr. Gales congratulated Cindy Mortzfeldt on her appointment of Executive Director.

**President's Report**

Mrs. Jean Rice asked for volunteers to serve on a board search committee for the assistant Executive Director’s position. Mrs. Judy Quigley, Mr. Mike Berk and Mrs. Barbara Layne volunteered.

**Board Member Sharing of Information**

There was no sharing of information.

**Arriving Board Member**

Mrs. Nancy Otstot arrived at 9:12 a.m.

**Information Items**

Information Items were available for the Board Member's 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 26, 2013, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Linda Butler moved, seconded by Mrs. Barbara Geistwhite "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 9:14 a.m. the meeting adjourned.

Rennie Borrelli  
Board Secretary