

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**February 25, 2016**

**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 25, 2016, 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. Michael Berk, Mr. Terry Cameron, Mr. Robert Copeland, Mrs. Judy Crocenzi (arrived after roll call), Mr. Clifton Edwards, Mr. Ken Ewing, Mr. Jay Franklin (arrived after roll call), Mrs. Barbara Geistwhite, Dr. Elisabeth McLean, Mrs. Judith Quigley, Mr. Eric Samples, Mr. Ford Thompson, Mrs. Trudy Withers and Mr. Wilbur Wolf

**Members not in attendance were:** Mr. John Salov, Mr. J. Bruce Walter and Mrs. Patricia Whitehead-Myers

**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:** Theresa Kinsinger, Brian Griffith, Rhonda Brunner, David Martin, Len Kapp, Jennifer Lyden and Kristi Shireman

**REGULAR 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 Executive Session to discuss a personnel matter.

**REGULAR BOARD MEETING**

At 8:05 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.

**Roll Call****Recognition of the Public: Items Specific to the Agenda**

Mrs. Jean Rice welcomed Jennifer Lyden, CAIU Educational Consultant and Kristi Shireman, CAIU Supervisor to the meeting.

**Reports & Updates****Program Spotlight - Technology**

Dave Martin, Director of Technology Services, shared an overview of technology services for CAIU, highlighting the use of Telepresence Robots as an instructional tool for homebound students.

**Arriving Board Members**

Mr. Jay Franklin and Mrs. Judy Crocenzi arrived at the meeting at 8:19 a.m.

**Announcement of CAIU Retirees**

There were no retirees this month.

**CAIU Team Reports**

- Brian Griffith, Director of Curriculum Services, shared that the CAIU is co-sponsoring the Mid-Atlantic Conference on Personalized Learning with International Association for K-12 Online Learning (iNACOL).

The conference will be held in Baltimore, MD February 29 – March 2, 2016.

- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources wing is being renovated and the Pennsylvania Association of School Personnel Administrators (PASPA) conference is being held this week.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that two Federal Programs meetings were held at the CAIU recently, one for new Federal Program Coordinators and one for non-public schools consultation. The two revised policies on today's agenda are being updated with new policy number references.
- Daren Moran, Business Manager, shared that our current Revenue Anticipation Note (RAN) has cost the CAIU \$41,000. The RAN has been paid in full and continues as a line of credit that will expire in June 2016. A new RAN will need to be secured for next year if passage of the 2016-2017 budget is delayed. The 2016-17 General Operating Budget was on today's agenda for approval by the CAIU Board and then will be sent to each district for approval at the local district level.
- Rennie Gibson, Board Secretary, reminded board members to submit their Statement of Financial Interests forms.
- Cindy Mortzfeldt, Executive Director, shared photos from the My Bike program. The Willow Mill Preschool has received a grant from Andrew's Gift Foundation to provide hardware, software, and staff training. Project SEARCH students have been interviewing for employment opportunities. Several of the students have been offered full time employment. She also shared an overview of the challenges related to the busing patterns at Hill Top Academy. The administrators have been in conversation with 405 Limited Partnership, landlords for Hill Top Academy, regarding options for alleviating the difficulties the bus contractors are facing at dismissal time.  
**Save the Date:** The Regional Computer Fair is on March 14, 2016.

#### Approval of Minutes

**Mr. Mike Berk moved, seconded by Mr. Wilbur Wolf**, "that the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 28, 2016 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

The Board Negotiating Committee will be meeting immediately following today's Board meeting. The Board Finance Committee will be meeting on March 8<sup>th</sup> to discuss some possible solutions to the busing challenges at Hill Top Academy.

#### Treasurer's Report

**Dr. Fred Baldwin moved, seconded by Mr. Eric Samples**, "that the following fiscal items be approved:

#### Treasurer's Report

January 2016 Treasurer's Report – a total of \$28,836,283.75 in receipts and \$6,709,573.30 in expenditures for January 2016

#### Payment of Bills

January 2016 Payment of Bills

#### Summary of Operations

January 2016 Summary of Operations showing revenues of \$46,223,543.93 and expenses of \$32,976,574.78."

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

Proposed 2016-17 General Operating Budget (Second Reading)

Second Reading and approval of the Proposed 2016-17 General Operating Budget in the amount of \$5,465,128.”

**Motion passed with a roll call vote:** Dr. Fred Baldwin, yes; Mr. Michael Berk, yes; Mr. Terry Cameron, yes; Mr. Robert Copeland, yes; Mrs. Judy Crocenzi, yes; Mr. Clifton Edwards, yes; Mr. Ken Ewing, yes; Mr. Jay Franklin, yes; Mrs. Barbara Geistwhite, yes; Dr. Elisabeth McLean, yes; Mrs. Judith Quigley, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Mrs. Trudy Withers, yes; Mr. Wilbur Wolf, yes.

**Other Fiscal Matters**

**Mr. Wilbur Wolf moved, seconded by Mr. Ken Ewing,** “that the following Other Fiscal Matter be approved:

2016-2017 Marketplace Services

2016-2017 Marketplace Services.”

**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**

**Mr. Wilbur Wolf moved, seconded by Mr. Mike Berk,** “that the following Policies and Programs be approved:

Second Reading, Revised Policy #610 - Purchases Subject to Bid - Quotation

Second Reading and approval of Revised Policy #610 - Purchases Subject to Bid – Quotation.

First Reading, Revised Policies

First Reading of the following Revised Policies:

- #100.1 - Comprehensive Planning
- #805.1 - Relationship with Law Enforcement Agencies.”

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

RESIGNATIONS

- **THOMAS BACHERT**, Application Support Specialist, Technology Team, effective March 4, 2016. Reason: Personal
- **MARY DEPALMA**, Teacher, Autism Support Program, effective March 23, 2016. Reason: Retirement after 9 years of service
- **JASON MILLER**, Senior Network Administrator, Technology Team, effective February 5, 2016. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LAUREN CLEAVER**, Educational Paraprofessional, Emotional Support Program, effective February 8, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 78 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

- **KIMBERLY GATSKI**, Long Term Substitute Remedial Specialist, ANPS Program, effective February 16, 2016 – June 9, 2016. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 76 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **COREY GELBAUGH**, Application Developer II, Technology Team, effective February 29, 2016. Base salary of \$68,439 for 12 months of service, prorated for a total of 89 days through June 30, 2016. This is a replacement position funded through the Application Development budget.
- **KATIE JOHN**, Personal Care Assistant, Emotional Support Program, effective February 16, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 74 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **LINDSAY RITTER**, Program Secretary, Early Intervention Program, effective February 29, 2016. Base salary of \$29,250 for 12 months of service, prorated for a total of 89 days through June 30, 2016. This is a replacement position funded through the Early Intervention budget.
- **DEBORAH ROSE**, Long Term Substitute Psychologist, Pupil Services Program, effective January 25, 2016 – June 3, 2016. Base salary of Masters + 30, Step 8, \$57,328, for 189 days of service will be prorated for a total of 87 days with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **HOLLY SHEMITZ**, Personal Care Assistant, Autism Support Program, effective February 9, 2016. Base salary of HS + 30, Step 1, \$18,003, for 189 days of service will be prorated for a total of 79 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

## CHANGE OF STATUS

- **ROYCE BROWN**, from Application Developer II to Senior Application Developer, Technology Team, effective March 1, 2016 and retroactive to December 1, 2015. Change of status results in a change of salary to \$82,500 for 12 months of service prorated for 153 days. This is a new position funded through the Comprehensive Planning budget.
- **RACHEL DIEM**, from part-time Speech and Language Clinician to full-time Speech and Language Clinician, Early Intervention Program. Employee will continue to work her own part-time assignment and will be adding an additional 22 days, filling half of a Long Term Substitute Speech and Language Clinician vacancy, effective March 4 – June 3, 2016. This change of status results in an increase of days from 122 to 144.
- **HEIDI HAAS**, from part-time Speech and Language Clinician to full-time Speech and Language Clinician, Early Intervention Program. Employee will continue to work her own part-time assignment and will be adding an additional 23 days, filling half of a Long Term Substitute Speech and Language Clinician vacancy, effective March 3 – June 3, 2016. This change of status results in an increase of days from 130 to 153.
- **LAURA KOROT**, Secretary, CAOLA Program, change in Return to Work date from April 25, 2016 to February 22, 2016.
- **SHARON WALKER**, Data Specialist, Early Intervention Program, from retirement effective date of March 4, 2016 to effective date of April 18, 2016.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, change of end date of sabbatical leave from June 11, 2016 to June 9, 2016.

## LEAVES OF ABSENCE

- **LORI FEIDT**, Teacher, Loysville Youth Development Center, medical leave of absence February 24 – April 6, 2016. This will be unpaid leave for a total of 26 days and is requested in accordance with CAIU and FMLA policies.

- **KRISTI KUREN**, Occupational Therapist, OT/PT Program, medical leave of absence February 4 – March 17, 2016. Leave is requested using accumulated paid leave for a total of 26 days and is in accordance with CAIU and FMLA policies.
- **STEPHANIE KRAMER**, Speech and Language Clinician, School-Age Speech Program, child-rearing leave of absence March 29 – May 9, 2016. Leave is requested using accumulated paid leave from March 29 – April 15, 2016 for a total of 13 paid days and without pay from April 18 – May 9, 2016 for a total of 16 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NANCY MAUST**, Consultant, Student Services Team, medical leave of absence beginning March 16, 2016 and lasting 6-12 weeks. Leave is requested using accumulated paid leave and is accordance with CAIU and FMLA policies.
- **JENNIFER PLANT**, Speech and Language Clinician, School-Age Speech Program, medical leave of absence February 2 – February 24, 2016. Leave is requested using accumulated paid leave February 2 and February 3 for a total of 2 paid days and without pay from February 4 – February 24, 2016 for a total of 15 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.”

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

<b>Executive Director's Report</b>	The Executive Director's Report was available for the Board Members' review. Mrs. Mortzfeldt shared several highlights from her report during the Team Updates. Cindy thanked several new Board members for attending the CAIU Board Orientation session.
<b>President's Report</b>	Mrs. Jean Rice thanked the board members for their attendance at today's meeting. She shared that the board will begin the process for the end of year Executive Director's performance evaluation in March.
<b>Board Member Sharing of Information</b>	Mrs. Judith Quigley, Mechanicsburg Area SD, thanked the board members who signed the petition for her to be placed on the ballot for the PSERS board.
<b>Information Items</b>	The February 10, 2016 SAC Meeting Minutes were available for the Board Members review.
<b>Other Business/Public Comment on Items Not Specific to Agenda</b>	There were no other business/public comments on items not specific to the agenda.
<b>Next Board Meeting Date</b>	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, March 17, 2016, 8:00 a.m., Board Room, CAIU Enola Office.
<b>Adjournment</b>	<p><b>Dr. Fred Baldwin moved, seconded by Mrs. Trudy Withers, "that the meeting is adjourned."</b></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> <p>At 9:12 a.m. the meeting adjourned.</p>

Rennie Gibson,  
Board Secretary