

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

July 27, 2017 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 27, 2017, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:03 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
Pledge of Allegiance	All stood and pledged allegiance to the flag of the United States of America.
Roll Call	<p><u>Members in attendance were:</u> Dr. Fred Baldwin, Mrs. Gwen Browning (arrived after roll call), Mrs. Judy Crocenzi, Mr. Clifton Edwards, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Brenda Myers (voted in during the Regular Meeting), Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. Wilbur Wolf (12)</p> <p><u>Members not in attendance were:</u> Mr. David Barder, Mr. Robert Copeland, Mr. Ken Ewing, Mr. Jay Franklin, Ms. Ausha Green, Mr. John Salov and Mr. J. Bruce Walter (7)</p> <p><u>Non-Voting Members in attendance were:</u> Mrs. Cindy Mortzfeldt, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Dr. Rhonda Brunner, Brian Griffith, Len Kapp, Theresa Kinsinger, Dave Martin and Alicia McDonald</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Dr. Andrew McCrea, Dr. Janylyn Elias, Susan Roth and Dave Harper to the meeting.
Ratification/Approval of Action Items of the 6/22/17 Board Meeting	Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin , "that the following action items from the 6/22/17 CAIU Board of Director's Meeting be ratified and approved:
Approval of Minutes	Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of May 25, 2017.
Treasurer's Report	
Treasurer's Report - May 2017	May 2017 Treasurer's Report - a total of \$10,954,432.58 in receipts and \$7,041,536.13 in expenditures.
Payment of Bills - May 2017	May 2017 Payment of Bills.
Summary of Operations - May 2017	May 2017 Summary of Operations showing revenues of \$74,244,766.12 and expenses of \$70,380,279.33.
Budget Administration	
Proposed 2017-18 Original Budgets	<p>The following Proposed 2017-18 Original Budgets:</p> <ul style="list-style-type: none"> • Act 89 (Non-Public Schools) in the amount of \$5,080,306 • Cafeteria Services in the amount of \$202,925 • Capital Area Mental health Program (CAMhP) in the amount of \$671,075

- Capital Area Online Learning Initiative (CAOLA) in the amount of \$5,487,476
- Diakon Center Point Program in the amount of \$503,925
- Driver Education in the amount of \$237,900
- Education Leading to Employment and Career Training (ELECT) in the amount of \$346,331
- English as a Second Language (ESL) in the amount of \$547,390
- Entrepreneurial Transportation in the amount of \$103,175
- Financial Software Application in the amount of \$238,702
- Gifted Technical Assistance Services in the amount of \$140,000
- Review of Higher Ed Teacher Programs in the amount of \$150,000
- Hospital Education Program in the amount of \$388,425
- IDEA Section 611 – School Age in the amount of \$18,142,929
- Institutionalized Children’s Program in the amount of \$611,900
- Title I, Part D – Loysville Youth Development Center in the amount of \$300,308
- Loysville Youth Development Center in the amount of \$2,564,406
- Non-Public Auxiliary Title Programs in the amount of \$463,241
- PA Assessment and Accountability in the amount of \$318,610
- Professional Services in the amount of \$1,584,031
- Student Services in the amount of \$19,797,400
- Technology Entrepreneurial in the amount of \$3,763,327
- Transportation in the amount of \$4,028,950

Other Fiscal Matters

Special Education Service Contract Summary – 2017-18 2017-18 Special Education Service Contracts for the following: Central Dauphin SD, Chambersburg Area SD, Commonwealth Charter Academy, Juniata County SD, Lower Dauphin SD, Mechanicsburg Area SD, Middletown Area SD, Millersburg Area SD, Pennsylvania Cyber CS, South Middleton SD, Steelton-Highspire SD, Upper Dauphin Area SD, and West Shore SD

Other Business Item

2017-18 Proposed Board Meeting Dates 2017-18 Proposed Board Meeting Dates

Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD) Proposed Amended Agreement - Capital Region Partnership for Career Development (PCD)

Policies & Programs

Second Reading, New Policy #209.2 - Diabetes Second Reading of New Policy #209.2 – Diabetes

Second Reading, Revised Policies Second Reading of the following Revised Policies:

- Policy #808 - Food Services
- Policy #822 - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

2017-19 Loysville Youth Development Center Proposed Education Program (PEP) 2017-19 Loysville Youth Development Center Proposed Education Program (PEP)

Job Descriptions

Second Reading,
Existing Position, New
Descriptions

Second Reading of the following, Existing Position, New Descriptions:

- Application Support Specialist I
- Application Support Specialist II
- Application Support Specialist III
- Senior Application Support Specialist

First Reading, Existing
Position, Revised
Description - Food
Services Manager

First Reading of the following, Existing Position, Revised Descriptions:

- Food Services Manager
- Assistant Principal

First Reading, Existing
Position, New
Description - Business
Services Coordinator

First Reading, Existing Position, New Description - Business Services Coordinator

Personnel Items

RESIGNATIONS

- **JULIE DALY**, Substitute Receptionist, Administrative Team, effective August 19, 2016. Reason: Personal.
- **JESSICA GUNTZ**, Teacher, Emotional Support Program, effective July 27, 2017. Reason: Personal.
- **TANYA HALLER**, Teacher, Student Services Team, effective June 2, 2017. Reason: Personal.
- **DEAN PORR**, Custodian, Administrative Team, effective June 30, 2017. Reason: Personal.
- **IMANI ROBERTS**, Personal Care Assistant, Emotional Support Program, effective June 2, 2017. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **SAMANTHA ALDERFER**, Teacher, Dual Diagnosis Program, effective July 17, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Dual Diagnosis budget.
- **TAYLOR ANDRESS**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **LYNN BARRICK**, part-time Secretary, Early Intervention Program, effective June 5, 2017. Employee will be paid at the Range 4 rate of \$19.00 per hour and will work 12 months. This is a replacement position funded through the MAWA budget.
- **BETHANY CHASTEEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **EVAN GABLER**, Speech and Language Clinician, Early Intervention Program, effective July 3, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KAITLYN GOOD**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

- **NANCY HINCHEY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 11, \$61,484 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SETH IMBODEN**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **SHELBY JOSSELYN**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **MARJORIE LEAVER**, Educational Paraprofessional, Early Intervention Program, effective July 3, 2017. Base salary of HS+30, Step 8, \$24,250 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **KATELYN MAY**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **MEREDITH SEIDEL**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **JOHN WILSHIRE**, part-time Teacher, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

CHANGE OF STATUS

- **KELLY GETHOUAS**, Food Services Manager, Student Services Team, from a 229 day employee working 7.5 hours per day, to a 215 day employee working 8 hours per day, effective July 1, 2017. This is due to a change in employee's job description.
- **DENNIS MORGAN**, from Technology Support Specialist to Network Administrator I, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$51,000 for 12 months of service. This is a new position funded through the Network Services budget.

CHANGE OF SALARY

- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, change of salary for completion of Master's Degree effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters, Step 6, \$52,950, for 189 days of service.
- **RACHEL GONZALEZ-MONTIEL**, Assistant Principal, Student Services Team, change in salary due to an increase in number of days from 215 days to 260 days. Salary will be \$102,446 and based on 12 months of service.
- **CAITLIN HARMAN**, part-time Teacher, Extended School Year (ESY) Program, change of salary for completion of Master's Degree effective July 5, 2017. Salary will be based on a Masters, Step 1, \$48,404 for 189 days of service and will be prorated based on number days/hours worked.
- **MEGHAN HARVEY**, Educational Consultant, Early Intervention Program, change of salary for completion of Masters + 15 credits effective July 1, 2017. Salary will be based on a Masters + 15, Step 10, \$60,794, for 189 days of service.

- **JOANNE RUCHINSKI**, Service Coordinator, Early Intervention Program, change of salary for completion of Masters + 45 credits effective July 1, 2017. Salary will be based on a Masters + 45, Step 15, \$74,584, for 189 days of service.
- **ADAM SHICKLEY**, Teacher, Center Point Program, change of salary for completion of Masters +15 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters +15, Step 7, \$55,673, for 189 days of service.
- **LISA SLOVER**, Educational Consultant, Student Services Team, change of salary for completion of Masters + 30 credits effective July 1, 2017, and reflected the first pay in September. Salary will be based on a Masters + 30, Step 10, \$62,221, for 189 days of service.

LEAVES OF ABSENCE

- **SARAH BETACK**, Speech and Language Clinician, School-Age Program, child-rearing leave of absence August 16, 2017 – October 20, 2017. This will be unpaid leave and is requested in accordance with CAIU and the Collective Bargaining Agreement.
- **MELINDA BIGGS**, Educational Paraprofessional, Early Intervention Program, leave of absence effective May 16, 2017 – June 2, 2017. This will be unpaid leave for a total of 13 days and is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Personal Care Assistant, CATES Program, leave of absence effective May 15, 2017 – June 2, 2017. This will be unpaid leave for a total of 14 days and is requested in accordance with CAIU and FMLA policies.
- **TRACY GEIST**, Social Worker, Capital Area Mental-health Program, leave of absence effective May 19, 2017 – May 31, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective May 3, 2017 – June 15, 2017. Leave is requested using remaining FMLA days and accumulated paid leave from May 3, 2017 – May 18, 2017 for a total of 11 paid days. Extended sick leave from May 19, 2017 – June 15, 2017 is requested using accumulated leave time for a total of an additional 18 paid days.
- **MEGAN WALLACE**, Inclusion Consultant, Early Intervention Program, leave of absence effective June 26, 2017 – October 6, 2017. This will be unpaid leave for a total of 56 days and is requested in accordance with CAIU and FMLA policies.

ISSUANCE OF TENURE

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 22, 2017:

Ashley Beccone
 Melissa Bialas
 Carla Fontanella
 Kelly Fortney
 Lyndi Janny
 Tara Jones
 Stephanie Kleese
 Kristin Leitzel
 Amy Long
 Jennifer McLaughlin
 Megan Slutterback
 Sarah Trovato
 Megan Wallace
 Laura Wanenchak.”

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

Re-Organization

Election of New Board Members

Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, “that the following CAIU Board Members be elected for a new three-year term from July 1, 2017 - June 30, 2020:

- Mr. Wilbur Wolf, Big Spring School District
- Mr. Eric Samples, Lower Dauphin School District
- Dr. Layne Lebo, Mechanicsburg Area School District
- Dr. Elisabeth McLean, Northern York County School District
- Ms. Brenda Myers, Susquenita School District
- Mrs. Jean Rice, West Perry School District.”

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

Nominating Committee Report

Mrs. Jean Rice called for the Nominating Committee to give their report.

Nomination of Officers

Mrs. Barb Geistwhite, Nominating Committee member, presented the following slate of officers for election to serve a one year term of July 1, 2017 – June 30, 2018:

- Mrs. Jean Rice, President
- Mrs. Judy Crocenzi, Vice-President
- Mr. Daren Moran, Treasurer
- Mrs. Rennie Gibson, Secretary

Mrs. Geistwhite asked if there were any further nominations from the floor.

Closing of Nominations

Hearing no further nominations from the floor, Mrs. Geistwhite asked for a motion to close the nominations.

Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, “that the nominations be closed.”

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

2017-18 Election of Officers

Dr. Fred Baldwin moved, seconded by Mr. Eric Samples, “that the following slate of officers be elected to a one year term of July 1, 2017 – June 30, 2018:

- Mrs. Jean Rice is elected as President
- Mrs. Judy Crocenzi is elected as Vice-President
- Mr. Daren Moran is elected as Treasurer
- Mrs. Rennie Gibson is elected as Secretary.”

Motion passed with a roll call:

Dr. Fred Baldwin, yes; Mrs. Gwen Browning, yes; Mrs. Judy Crocenzi, yes; Mr. Clifton Edwards, yes; Mrs. Barbara Geistwhite, yes; Dr. Layne Lebo, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; and Mr. Wilbur Wolf yes.”

Newspaper of General Circulation

Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, “that the Patriot-News is designated as the Newspaper of General Circulation.”

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

Appointment of
Committee
Chairs/Members

The 2017-18 Board Committees were available for the Board Members' review. Please contact Mrs. Jean Rice if you have any concerns or interest in serving on a particular committee.

Appointment of Barley
Snyder as CAIU Solicitor
and General Legal
Counsel

Dr. Fred Baldwin moved, seconded by Mr. Eric Samples, "that Barley Snyder be appointed as the CAIU Solicitor and General Legal Counsel."

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

Reports & Updates

Program Spotlight -
Program Spotlight - HR
& Onboarding

Theresa Kinsinger, Director of Organizational Services, shared an overview of the work of the Human Resources team and employee onboarding process, current summer projects, and future opportunities and challenges.

Announcement of CAIU
Retirees

The Board announced the following retirees:

- **Jeanne Morrow**, Speech/Language Clinician, retirement after 24 years of service
- **Sharon Farley**, Occupational Therapist, retirement after 19 years of service
- **Krista Carr**, Teacher, Preschool, retirement after 13 years of service

CAIU Team Reports

- Alicia McDonald, Director of Student Services, shared that her team is busy working to fill staff vacancies. The Preschool sessions and Extended School Year (ESY) end today. There are several new classrooms opening up and several moves throughout the districts. New reinforcement walls are being installed at Hill Top Academy to prevent damage from students and work has begun on the delayed egress doors. Staff are preparing for the start of the school year.
- Len Kapp, Supervisor of Operations and Transportation, shared that the formula for State transportation subsidy will remain stable. His staff is completing improvements and updates at Hill Top Academy. There is a new secure sign-in system at Hill Top Academy.
- Brian Griffith, Director of Curriculum Services, shared that the Guest Teacher program is continuing and will include a principals' panel this afternoon. He is working with PDE to identify a lead person for implementing ESSA College and Career Readiness.
- David Martin, Director of Technology Services, shared that his team is working with districts to implement technology initiatives. He provided an update on the WAN upgrade. Several districts have moved to an Office 365 implementation. He has also worked with a committee of the Technology Advisory Council to identify focus areas for the technology staff in our region.
- Dr. Rhonda Brunner, Assistant Executive Director, highlighted information about this month's policies and shared that there will be a Federal Program Coordinator training at the CAIU on September 21st at 8:30 AM, which will include Every Student Succeeds Act (ESSA), and Uniform Grants Guidance (UGG) updates.
- Daren Moran, Business Manager, provided an update on the State budget and indicated that funds will continue to be received from the state. He highlighted the recent Champions for Children golf tournament and provided an update on the CASA charter school lease.
- Cindy Mortzfeldt, Executive Director, shared that there will be a 2-site Guest Teacher training in October. The CAIU again hosted the My Bike program this week, which, is now in 52 counties; and she provided an update on the United Way efforts.

- Rennie Gibson, Board Secretary, shared that the board photographer will be available following the August board meeting for those board members who need photographs taken.

Approval of Minutes	<p>Dr. Ford Thompson moved, seconded by Dr. Elisabeth McLean, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of June 22, 2017 are approved.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Report	<p>The Board Search Committee shared information regarding the proposals submitted by vendors to conduct the Executive Director search. The committee recommended engaging the services of Chester County IU #24.</p>
Executive Director’s Search	<p>Mrs. Barbara Geistwhite moved, seconded by Ms. Gwen Browning, “that the CAIU engage the services of Chester County IU #24 to conduct the Executive Director Search at the rate of \$15,000 plus postage, travel and meals.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Treasurer’s Report	<p>Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, “that the following fiscal items be approved:</p>
Treasurer's Report	<p>June 2017 Treasurer's Report – total of \$3,866,998.40 in receipts and \$10,260,140.83 in expenditures</p>
Payment of Bills	<p>June 2017 Payment of Bills</p>
Summary of Operations	<p>June 2017 Summary of Operations showing revenues of \$81,483,375.50 and expenses of \$82,618,751.26.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Budget Administration	<p>Dr. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite, “that the following Budget Administration Items be approved:</p>
Proposed 2017-18 Original Budget - Capital Area School for the Arts Charter School Sublease Agreement	<p>Proposed 2017-18 Original Budget - Capital Area School for the Arts Charter School Sublease Agreement.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Other Fiscal Matters	<p>Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the following Other Fiscal Matters be approved:</p>
Special Education Service Contract Summary – 2017-18	<p>2017-18 Special Education Service Contracts for: Dauphin County Technical School, Donegal SD, East Pennsboro Area SD, Harrisburg City SD, and Shippensburg Area SD.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>

Other Business Item	There were no Other Business Matters.
Departing Board Member	Mr. Ford Thompson departed the Board meeting at approximately 9:20 a.m.
Policies & Programs	Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples, “that the following Policies be approved:
First Reading, Revised Policies	<p>The following Revised Policies were available for First Reading:</p> <ul style="list-style-type: none"> • Policy #001 – Name and Classification • Policy #002 – Authority and Powers – it was suggested to update language to reflect, “Consolidate information and solicit bids.” • Policy #003 – Functions • Policy #005 – Organization • Policy #006 – Meetings • Policy #011 – Principles for Governance and Leadership – concern expressed about language around Executive Session. • Policy #203 – Immunization & Communicable Disease – it was suggested that we check the regulations around who will administer the immunizations. • Policy #204 – Attendance • Policy #251 – Homeless Students.” <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Job Descriptions	Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, “that the following Job Descriptions be approved:
Second Reading, Existing Position, Revised Descriptions	<p>Second Reading and final approval of the following Existing Positions, Revised Descriptions:</p> <ul style="list-style-type: none"> • Food Services Manager • Assistant Principal
Second Reading, Existing Position, New Descriptions	Second Reading and final approval of Existing Position, New Description – Business Services Coordinator
First Reading, Existing Position, Revised Description	First Reading, Existing Position, Revised Description – Program Assistant, Online Learning Program
First Reading, New Position, New Description	First Reading, New Position, New Description - Assistant Supervisor, Aid to Nonpublic Schools (ANPS).”
	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 Ms. Gwen Browning, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • SHAWNDI AMSLER, Educational Paraprofessional, Intervention Team, effective June 2, 2017. Reason: Personal. • KATIE BLACK, Certified Occupational Therapy Assistant, OT/PT Program, effective June 2, 2017. Reason: Personal.

- **DARRYL EISENHAUER**, Technology Support Specialist, Technology Team, effective July 7, 2017. Reason: Employee accepted a position with Palmyra Area School District.
- **KERRY FITCH**, Teacher, Autism Support Program, effective June 2, 2017. Reason: Personal.
- **TRACY GEIST**, Social Worker, Capital Area Mental-health Program, effective June 2, 2017. Reason: Personal.
- **LORRAINE GLUMAC**, Physical Therapist, OT/PT Program, effective September 5, 2017. Reason: Retirement after 26 years of continuous CAIU service.
- **ELIZABETH HALFORD**, Personal Care Assistant, Emotional Support Program, effective June 2, 2017. Reason: Personal.
- **KELLY KEATING**, Educational Paraprofessional, Early Intervention Program, effective September 4, 2017. Reason: Personal.
- **LYNNETTE LEE**, Educational Paraprofessional, Early Intervention Program, effective June 2, 2017. Reason: Personal.
- **ROSANNA LEE**, Teacher, Autism Support Program, effective June 8, 2017. Reason: Personal.
- **ANN MORTON**, Speech and Language Clinician, Early Intervention Program, effective September 15, 2017. Reason: Retirement after more than 40 years of continuous CAIU service.
- **KRISTIN HOOVER**, Teacher, CATES Program, effective June 2, 2017. Reason: Personal.
- **CINDY MORTZFELDT**, Executive Director, Administration Team, effective December 31, 2017. Reason: Retirement after more than 31 years of continuous CAIU service.
- **MEGAN BERNARD**, part-time Educational Paraprofessional, Extended School Year (ESY) Program, effective July 5, 2017 – July 27, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.
- **JESSICA DERRICKSON**, Teacher, Emotional Support Program, effective August 22, 2017. Base salary of Bachelors, Step 10, \$56,487 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **NICOLE HELLER**, Teacher, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health budget.
- **ROOPALI KAPUR**, part-time Educational Paraprofessional, Early Intervention Program, effective June 26, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **NYLA KATER**, Secretary, CAOLA Program, effective July 5, 2017. Range 4 salary of \$28,000 for 12 months of service will be prorated for a total of 259 days through June 30, 2018. This is a replacement position funded through the CAOLA budget.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, CATES Program, effective August 17, 2017 – December 22, 2017. Base salary of HS+30, Step 2, \$18,897 for 189 days of service will be prorated for a total of 85 days. This is a replacement position funded through the CATES budget.
- **MELISSA MESSETT**, Teacher, CATES Program, effective August 22, 2017. Base salary of Masters, Step 9, \$57,676 for 189 days of service with additional new hire days as required. This is a replacement position funded through the CATES budget.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **ANDREW MCCREA**, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Grade 3 High, \$115,172 for 12 months of service, prorated based on number of days worked through June 30, 2018. This is a replacement position funded through the Core/Student Services budget.
- **AVERIANA NEUDER**, Social Worker, Pupil Services Program, effective August 28, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

CHANGE OF STATUS

- **ARIEL FRANCHAK**, from Long Term Substitute Remedial Specialist to permanent, full-time Remedial Specialist, ANPS Program, effective August 7, 2017.
- **RANDALL JOHNSON**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective July 1, 2017. Change of status results in a change of salary to MHW HS+30, Step 15, \$41,634 for 189 days of service.
- **SHELBY JOSSELYN**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Teacher in the Dual Diagnosis Program, effective August 28, 2017.
- **ROOPALI KAPUR**, from part-time to full-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017.
- **CARLOS MEDINA**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective July 1, 2017. Change of status results in a change of salary to MHW Bachelors, Step 6, \$34,723 for 189 days of service.
- **JENNIFER SIMPSON**, from Cafeteria Worker to Program Secretary, Student Services Team, effective July 17, 2017. Change of status results in a change of salary to Range 4, \$28,275 for 12 months of service and will be prorated for 250 days through June 30, 2018. This is a replacement position funded through the Facilities/Core budget.
- **JOHN WILSHIRE**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Teacher in the Autism Support Program, effective August 28, 2017.

CHANGES OF SALARY

- **SUZANNE KNOUSE**, Teacher, CATES Program, change of salary due to verification of previous completion of Masters + 15 credits, effective July 1, 2017. Salary will be based on a Masters + 15, Step 15, \$71,739 for 189 days of service.

LEAVES OF ABSENCE

- **SARAH HOFFEE**, Speech and Language Clinician, Early Intervention Program, leave of absence effective June 26, 2017 – September 15, 2017. Leave is requested using accumulated paid leave from June 26, 2017 – July 27, 2017 for a total of 19 paid days and without pay from August 21, 2017 – September 15, 2017 for a total of 19 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **TRACEY KNAUSS**, Service Coordinator, Early Intervention Program, leave of absence effective April 25, 2017 – June 2, 2017. Leave is requested using accumulated paid leave from April 25, 2017 – May 2, 2017 for a total of 6 paid days and without pay from May 3, 2017 – June 2, 2017 for a total of 22 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KAREN RUDDLE**, Supervisor, Training and Consultation Program, leave of absence effective June 8, 2017 – December 22, 2017. Extended sick leave is requested using accumulated paid leave for a total of 131 days.”

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 Member's review. Mrs. Mortzfeldt shared several highlights from her report during the team updates. Congratulations to Dr. McCrea and welcome to New Board Member, Mrs. Brenda Myers.
President's Report	Mrs. Jean Rice thanked the board members for their attendance. She wished Rhonda well as this was her last meeting. She congratulated Daren on his recent completion of certificate area with PASBO.
Board Member Sharing of Information	<ul style="list-style-type: none"> • Mr. Samples expressed concern over the recent public discussions about M&H Railroad running the railroad across Route 322 and through Hummelstown and the possible safety hazards for those school bus children and the public. • Mr. Wilbur Wolf commented on the recent Champions for Children golf outing that he participated in. He expressed pride and gratitude for the CAIU staff that worked the event. Very well done. • Mrs. Barbara Geistwhite shared that Cumberland Valley School District now has over 9000 students enrolled for 2017-18.
Information Items	A link to a Fox 43 News clip about the My Bike Program was available for the Board'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, August 24, 2017, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, "that the meeting is adjourned."</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p> <p>At 9:32 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary