

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**January 25, 2018**

### MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 25, 2018, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	At 8:01 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> Dr. Fred Baldwin, Mr. David Barder, Mrs. Judy Crocenzi, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson (11)</p> <p><b><u>Members not in attendance were:</u></b> Ms. Natalie Bowman (voted in during Regular meeting), Ms. Ilceia Buckner (voted in during Regular meeting), Mrs. Barbara Geistwhite, Mrs. Brenda Myers, Ms. Gwendolyn Sault, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (7)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Dr. Andria Saia, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Alicia McDonald, Theresa Kinsinger, Len Kapp, Brian Griffith</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	Mrs. Jean Rice welcomed a visiting parent and Dr. Janilyn Elias to the meeting.
<b>Reports &amp; Updates</b>	
Board Member Recognition Month	As January is School Board Recognition Month, the CAIU staff and students expressed their gratitude to the Board Members for their commitment and dedication to support education and serve the local schools and community.
Board Spotlight - New Executive Director	Dr. Andria Saia, CAIU Executive Director, provided an overview of her entry plan for the CAIU, her personal goals, and her experience at the CAIU All Staff Day held on January 12.
Announcement of CAIU Retirees	The CAIU Board of Directors announced and recognized CAIU retiree, <b>Debra Snyder</b> , Driver's Education, retirement with almost 37 years of service.
2018-19 CAIU General Operating Budget Presentation	Daren Moran, Business Manager, presented an overview of the General Operating budget. Both the Board and Superintendent's Finance & Budget Committees have met to review the 2018-19 General Operating Budget and have expressed their support. Daren provided a financial overview of the CAIU and highlighted the budget timeline, budget assumptions, and current budget issues and concerns. He spoke about the school district contributions and the services that are included in that contribution. That number has remained stable for many years. Mr. Moran highlighted the budget issues: PSERS and one debt that will be paid in full in 2021; 2018-19 changes: New Marketing and Communication position, facility upgrades and Technology infrastructure. Mr. Ford Thompson expressed Central Dauphin's support and many others echoed these same sentiments.

## Statement of Financial Interest Forms

Statement of Financial Interest forms were distributed to the Board Members to complete and return to the Board Secretary by April 20, 2018.

## CAIU Team Reports

- Daren Moran, Business Manager, in addition to the overview of the General Operating budget, he also provided a status on the Partnership for Career Development's loan, which is in good standing. Daren also reported that the Auditor General was invited to speak to the CAIU Business Manager's group here at the IU.
- Alicia McDonald, Director of Student Services, shared that Loysville Youth Development Center currently has 92 residents, which includes 15 new residents who were admitted in December and 24 who were released. Eighteen of the 92 students, 19.5% of the population, already had their GED or High School Diploma when they arrived and attend school regardless, and one more student passed the GED in October. Two students passed the GED test in December 2017. Alicia also highlighted the Positive Behavior Support program at Hill Top and the "Lab Loot" that the children can earn for good behavior. The children use their "earnings" to "purchase" gifts for their families.
- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources and Curriculum Services partnered to provide a Guest Teacher Training on January 17&18. There were 14 participants. Human Resources also partnered with the Technology team to create and roll out a new web-based application for school districts to report their Annual Salary survey. Dr. Janilyn Elias and Theresa Kinsinger will be attending the Millersburg Teacher's Job Fair, and HR will be bringing revised job descriptions next month for approval due to internal transitions.
- Len Kapp, Supervisor, Operations and Transportation, shared that we are currently undergoing some landscape work/upgrades. Len also reported that there has been a revitalization of the school district transportation clerk's group; they will regularly meet to discuss current needs, regulations and requirements.
- Brian Griffith, Director of Curriculum Services, shared information on the State Every Student Succeeds Act (ESSA) plan and some of the new changes. He spoke about the accountability measures which will include performance on PSSA and Keystone Exams, Academic Growth (PVAAS), English Language proficiency, career standards benchmarks, and chronic absenteeism reporting. PDE will use a formula based on these measures to identify the lowest performing Title I schools. Those in the bottom 5% will be placed into "comprehensive school improvement".
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She spotlighted the Education Leading to Employment and Career Training (ELECT) program, which enables CAIU to help pregnant and parenting teens earn a diploma or GED certificate, become better parents and make the transition to employment or higher education. Dr. Saia provided various program highlights and shared her monthly activities. She also invited the Board members to attend several upcoming events.
- Rennie Gibson shared that the Statement of Financial Interest form is at each board member's place and is to be completed and returned by April 20. She also passed around the annual School Board Organization form for each member to verify employment as required by the Auditor General and noted that the Board Member Annual election will take place by mail ballot this spring.

## Annual Convention/Election of Board Members

The CAIU Board of Directors **annual election** will be accomplished by mail ballot. Therefore, the election of Board members representing **Camp Hill, Carlisle, Central Dauphin, Cumberland Valley, East Pennsboro, Derry Township, Harrisburg, Middletown, Millersburg, Newport, and Susquehanna Township** school districts will be sent out this April or May 2018 to all school districts.

Approval of Minutes	<p><b>Mr. Ford Thompson moved, seconded by Dr. Elizabeth McLean</b>, “that the following minutes of the Capital Area Intermediate Unit Board of Directors’ meeting be approved:</p>
	<p>December 21, 2017 Regular Meeting of the Capital Area Intermediate Unit Board of Directors.”</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>Board Committee Report</b>	<p>The Board Finance &amp; Budget Committee met to review the Draft General Operating Budget and expressed their support.</p>
<b>Treasurer’s Report</b>	<p><b>Dr. Fred Baldwin moved, seconded by Mr. Eric Samples</b>, “that the following fiscal items be approved:</p>
Treasurer’s Report – December 2017	<p>December 2017 Treasurer’s Report – a total of \$10,893,545.97 in receipts and \$6,472,035.86 in expenditures for December 2017</p>
Payment of Bills – December 2017	<p>December 2017 Payment of Bills</p>
Summary of Operations – December 2017	<p>December 2017 Summary of Operations showing revenues of \$41,100,300.99 and expenses of \$31,201,451.77.”</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>Budget Administration</b>	<p><b>Dr. Fred Baldwin moved, seconded by Mr. Ford Thompson</b>, “that the following Budget Administration Items be approved:</p>
Proposed 2018-19 General Operating Budget (1st Reading)	<p>Proposed First Reading of the 2018-2019 Original Budget – General Operating Budget in the amount of \$6,390,000.”</p>
	<p><b>Motion passed with a roll call vote :</b> Dr. Fred Baldwin, yes; Mr. David Barder, yes; Mrs. Judy Crocenzi, yes; Mrs. Melanie Gurgiolo, yes; Mr. Dennis Helm, yes; Dr. Layne Lebo, yes; Dr. Elisabeth McLean, yes; Mrs. Maria Memmi, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes.(11 – yes; 0 – no)</p>
<b>Other Fiscal Matters</b>	<p><b>There were no other fiscal matters.</b></p>
<b>Other Business Item</b>	
Appointment of New CAIU Board Members	<p><b>Mr. Eric Samples moved, seconded by Mr. Dennis Helm</b>, “that the following new Board Members be appointed:</p>
	<p><b>Ms. Natalie Bowman</b>, Steelton-Highspire SD, to fill an unexpired term of January 25, 2018 - June 30, 2018 and <b>Ms. Illecia Buckner</b>, Susquehanna Township SD, to fill an unexpired term of January 25, 2018 - June 30, 2019.”</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>Policies &amp; Programs</b>	<p><b>Mr. Ford Thompson moved, seconded by Mr. Eric Samples</b>, “that the following Policies and Programs be approved:</p>

First Reading, Revised Policies

**The following policies were approved for First Reading:**

- #249 – Bullying/Cyberbullying
- #808 – Food Service.”

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

**Job Descriptions**

**Mr. Eric Samples moved, seconded by Mr. David Barder,** “that the following Job Descriptions be approved:

Second Reading, Existing Position, New Description - Statewide Comprehensive Planning Program Supervisor

Second Reading, Existing Position, New Description - Statewide Comprehensive Planning Program Supervisor

Second Reading, Existing Position, Revised Description - Program Supervisor, Student Services

Second Reading, Existing Position, Revised Description - Program Supervisor, Student Services

Second Reading, Existing Position, New Description - Program Director, Student Services

Second Reading, Existing Position, New Description - Program Director, Student Services.”

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

**Personnel Items**

**Dr. Elisabeth McLean moved, seconded by Mr. Eric Samples,** “that the following personnel items be approved:

**RESIGNATIONS**

- **PATSY CONFER**, Educational Paraprofessional, Emotional Support Program, effective January 11, 2018. Reason: Personal.
- **BARBARA FIDLER**, Physical Therapist, OT/PT Program, effective February 2, 2018. Reason: Retirement after more than 27 years of continuous CAIU service.
- **DEBRA SNYDER**, Behind-the-Wheel Teacher, Driver’s Education Program, effective January 31, 2018. Reason: Retirement after more than 36 years of continuous CAIU service.
- **CYNTHIA WALKER**, Access Program Coordinator, Student Services Team, effective April 6, 2018. Reason: Retirement after 42 years of continuous CAIU service

**RECOMMENDED FOR EMPLOYMENT OR CONTRACT**

- **JENNIFER BROSKY**, Educational Consultant, Training and Consultation Program, effective March 5, 2018, pending release from current position. Base salary of Masters + 15, Step 15, \$71,739 for 189 days of service will be prorated for a total of 64 days with additional new hire days as required. This is a replacement position funded through the CSPD budget.
- **KELLIE CUSTER**, Educational Consultant, Student Services Team, effective March 26, 2018, pending release from current position. Base salary of Masters, Step 6, \$52,950 for 189 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Educational Consultants budget.

- **MARCI JO MERLINA**, Long Term Substitute Speech and Language Clinician, Early Intervention Program, effective January 22, 2018 – May 8, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 66 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **JENNIFER SCHLEGEL**, Occupational Therapist, OT/PT Program, effective January 9, 2018. Base salary of Bachelors, Step 12, \$60,557 for 189 days of service will be prorated for a total of 94 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **CHANDRENIE WASHINGTON**, Educational Paraprofessional, Early Intervention Program, effective January 2, 2018. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 99 days with additional new hire days as required. This is a new position funded through the MAWA budget.

#### CHANGE OF STATUS

- **COLLEEN BUSHMAN**, from Clerk, Administrative Team – Human Resources, to Administrative Assistant, Curriculum Team, effective date to be determined. Change of status results in a change of salary to \$41,925 for 12 months of service and will be prorated based on the number of days worked in new position through June 30, 2018.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, CATES Program, change in end date of assignment from December 22, 2017 to June 4, 2018, resulting in an increase of days from 85 to 186.
- **WENDY SHAVER**, Teacher, Center Point Program, change in leave of absence return to work date from March 27, 2018 to January 19, 2018.
- **LISA SMILEY**, from part-time Educational Consultant, Student Services Team to full-time Educational Consultant, Curriculum Team, effective March 5, 2018, pending release from current position per the terms of the CBA.

#### LEAVES OF ABSENCE

- **RACHEL DIEM**, Speech and Language Clinician, Early Intervention Program, leave of absence effective January 29, 2018 – May 8, 2018. Leave is requested using accumulated paid leave time from January 29, 2018 – the morning of February 22, 2018 for a total of 16.5 paid days and without pay from the afternoon of February 22, 2018 – May 8, 2018 for a total of 43.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **BARBARA KAUFFMAN**, School Counselor, ANPS Program, intermittent FMLA leave through January 3, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **WENDY SHAVER**, Teacher, Center Point Program, leave of absence effective January 8, 2018 – March 27, 2018. Leave is requested using accumulated paid leave time from January 8, 2018 – March 1, 2018 for a total of 36 paid days and without pay from March 2, 2018 – March 27, 2018 for a total of 18 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.**

#### Executive Director's Report

The Executive Director's Report was available for the Board Members' review. Dr. Saia shared several highlights from her report during the team updates.

#### President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She shared that she had the pleasure of attending the All Staff day and introducing Dr. Saia. It was a great day and she enjoyed the program and staff. Mrs. Rice also shared a thank you card from Cindy Mortzfeldt.

#### Board Member Sharing of Information

No Board Members had items to share.

**Information Items**

The following information items were attached for the Board's review:

- Staff appreciation letter from Middletown SD
- Staff appreciation letter from Big Spring SD
- January 10, 2018 SAC meeting minutes

**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, February 22, 2018, 8:00 a.m., Board Room, CAIU Enola Office.

**Mr. Eric Samples moved, seconded by Mr. David Barder**, "that the meeting is adjourned."

**Adjournment**

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

At 9:20 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary