

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

February 22, 2018

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 22, 2018, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:02 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
Executive Session	At 8:02 a.m., the Board entered into an Executive Session to discuss personnel and legal matters.
REGULAR BOARD MEETING	At 8:18 a.m., the Board reentered into the Regular Meeting.
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, Mr. David Barder, Ms. Ilecia Buckner, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. J. Bruce Walter (14)</p> <p><u>Members not in attendance were:</u> Ms. Natalie Bowman, Mr. Dennis Helm, Ms. Gwendolyn Soult, and Mr. Wilbur Wolf (4)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Ms. Alicia McDonald, Ms. Theresa Kinsinger, Mr. David Martin, and Mr. Len Kapp</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Mr. Matt Shore, Principal at St. Theresa, Ms. Sue Voigt, CAIU Program Evaluation and Data Specialist, and Dr. Janilyn Elias, CAIU Pupil Services Program Director to the meeting.
Reports & Updates	
Board Spotlight – Pre-K Counts	Ms. Sue Voigt, CAIU Program Evaluation and Data Specialist, provided an overview of her work with Pre-K Counts. She shared information on the funding of the Pre-K programs across the Commonwealth and provided data for eligible students per county within the CAIU. She shared who sits on the Regional Consortium Development committee, the purpose of that committee and provided a list of participating districts.
Announcement of CAIU Retirees	The Board announced the following retirees: Barbara Fidler , Physical Therapist, retirement with more than 27 years of service. Cheryl Noll , EPP, Autism Support Program, retirement with more than 16 years of service.
CAIU Team Reports	<ul style="list-style-type: none"> • Daren Moran, Business Manager, reported that he has recently been working with the Principal at the CASA Charter School regarding the possibility of the CAIU getting out of the last year of our existing lease, as they will be leasing directly with Strawberry Square. Daren has also inquired about the possibility of paying off a loan that we currently have with PNC without suffering penalty and is weighing the pros and cons.

- Alicia McDonald, Director of Student Services, shared that her team is finalizing summer professional development sessions (ACE days) for staff. Sessions will include Excellence and Equity presentations, Suicide Prevention training, Mandated Reporter, and School Wide Positive Behavior Support. School District requests are being received for the CAIU to do threat assessments and clinical evaluations on students. Alicia will be holding contract meetings with administrators to speak about the Special Education Plan, Early Intervention and transition.
- Theresa Kinsinger, Director of Organizational Services, shared that we will be focusing on Mandated Training for all staff this coming year due to all of the recent changes. The Perry county doctoral consortium through Immaculata University invited Theresa to speak to their group about human resources and education; they had a great discussion. As the 2017-18 President of the PA Association of School Personnel Administrators (PASPA), Theresa has been busy planning the annual conference to be held in Harrisburg next week on 2/28/18 – 3/2/18. Many of the district human resource and business staff will be attending this conference.
- Dave Martin, Director of Technology, shared that the 2017 PA Education Technology Expo and Conference (PETE&C) recently took place. Each year, staff from the CAIU Technology and Curriculum teams provide coordination and technical support for this conference. In addition to the CAIU staff, students from West Shore, Derry Township, and Susquenita School Districts provided support to all the presenters in the breakout rooms and had an opportunity to interact with the vendors. Dave also spoke about the new Regional Cyber Security system that is now in place and working well. On March 16, the CAIU will be hosting a legal briefing by Mark Walz, an attorney with Sweet, Stevens, Katz and Williams, regarding Cybersecurity as part of the 3-year goals for the CAIU Regional Cybersecurity. All Board members are invited to the Computer Fair to be held at the CAIU Enola Offices on March 27.
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She spotlighted a recent “Active Shooter” training held for CAIU staff on February 8 at the Enola offices. The training was provided by Rick Capozzi of the Capozzi Group located in Hollidaysburg, PA. The training was very timely and included a variety of simulations designed to prepare staff to respond to such an event. In addition, Dr. Saia provided various program highlights and shared her monthly activities including an activity in gratitude for staff and students and a food drive during the month of February. She also invited the Board members to attend several upcoming events.
- Rennie Gibson shared that the Statement of Financial Interest forms are to be completed and returned by April 20.

Approval of Minutes

Mr. Ford Thompson moved, seconded by Dr. Fred Baldwin, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of January 25, 2018 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

There were no Board Committee Reports.

Treasurer’s Report

Mr. Ford Thompson moved, seconded by Mr. Eric Samples, “that the following fiscal items be approved:

Treasurer’s Report – January 2018

January 2018 Treasurer’s Report – a total of \$5,148,091.65 in receipts and \$9,694,823.76 in expenditures

Payment of Bills – January 2018	January 2018 Payment of Bills
Summary of Operations – January 2018	January 2018 Summary of Operations showing revenues of \$50,471,665.12 and expenses of \$41,892,276.68.” Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	Dr. Layne Lebo moved, seconded by Mr. Eric Samples, “that the following Budget Administration Items be approved:
Proposed 2018-19 General Operating Budget (2nd Reading)	Second Reading and approval of the proposed 2018-2019 Original Budget – General Operating Budget in the amount of \$6,390,000.” 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	There were no other fiscal matters.
Other Business Item	
Revised CAIU Board Committees	The revised CAIU Board Committees, with the addition of several new Board Members, were available for the Board Members review.
Policies & Programs	Mr. Eric Samples moved, seconded by Dr. Layne Lebo, “that the following Policies and Programs be approved:
Second Reading, Revised Policies	The following policies were approved for Second Reading: <ul style="list-style-type: none"> • #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	Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following Job Descriptions be approved:
First Reading, Existing Position, Revised Description - Human Resources Data Clerk	First Reading, Existing Position, Revised Description - Human Resources Data Clerk.” 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. Eric Samples moved, seconded by Mr. Ford Thompson, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • ERIN COHAN, Personal Care Assistant, Autism Support Program, effective March 2, 2018. Reason: Personal. • ROOPALI KAPUR, Educational Paraprofessional, Early Intervention Program, effective February 14, 2018. Reason: Personal. • RONNA MASON, Educational Paraprofessional, Emotional Support Program, effective February 23, 2018. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **CHERYL NOLL**, Educational Paraprofessional, Autism Support Program, effective February 9, 2018. Reason: Retirement after more than 16 years of continuous CAIU service.
- **ERIN ELLISON**, part-time Long Term Substitute Teacher, Deaf/Hard of Hearing Program, effective February 14, 2018 – June 8, 2018. Base salary of Masters, Step 1, \$48,404 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 new position funded through the Deaf/Hard of Hearing budget.
- **KERRY FITCH**, Educational Consultant, Student Services Team, effective March 6, 2018. Base salary of Bachelors, Step 15, \$67,445 for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a replacement position funded through the Educational Consultant/Pupil Services budgets.
- **MADISON GRIMM**, Personal Care Assistant, Autism Support Program, effective February 13, 2018. Base salary of HS, Step 1, \$16,892 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.
- **AMANDA PETERS**, Physical Therapist, OT/PT Program, effective March 5, 2018. Base salary of Masters + 60, Step 8, \$61,530 for 189 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

CHANGE OF STATUS

- **DANIEL CONWAY**, from Application Support Specialist II, Technology Team to Program Assistant, Curriculum Team, effective February 12, 2018. Change of status results in a change of salary to \$40,159.95 for 12 months of service and will be prorated for a total of 100 days through June 30, 2018.
- **KELLY FORTNEY**, from Bargaining Unit Educational Consultant on the Curriculum Team to Administrative Support Statewide Comprehensive Planning Program Supervisor, Technology Team, effective March 19, 2018. Change of status results in a change of salary to \$84,568 for 12 months of service and will be prorated for a total of 75 days through June 30, 2018
- **MITZI MCKENZIE**, from Long Term Substitute Educational Paraprofessional, CATES Program to permanent, full-time Educational Paraprofessional, Autism Support Program, effective February 1, 2018.
- **DAWN SAGER**, from Accountant to Business Operations Supervisor, Administrative Team - Business, effective February 6, 2018. Change of status results in a change of salary to \$62,000 for 12 months of service and will be prorated for a total of 104 days through June 30, 2018.
- **ANDREA SCHWARTZ**, Educational Paraprofessional, Emotional Support Program, from administrative paid leave to active status effective February 16, 2018.

LEAVES OF ABSENCE

- **KAREN RUDDLE**, Supervisor, Training and Consultation Program, continued leave of absence effective January 2, 2018 – April 6, 2018. Additional leave is requested using accumulated paid leave for a total of 65 days.
- **MICHELLE SHOLDER**, Social Worker, Capital Area Mental-health Program, leave of absence effective December 4, 2017 – February 2, 2018. Leave is requested using accumulated paid leave from December 4, 2017 – the morning of December 13, 2017 for a total of 7.5 paid days and days from the CAEA sick bank from the afternoon of December 13, 2017 – February 2, 2018 for an additional 27.5 paid days. This leave is 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.

Departing Board Member	At 8:27 a.m., Dr. Elisabeth McLean departed the Board meeting.
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.
Departing Board Members	At 8:40 a.m., Mr. Ford Thompson departed the Board meeting. At 8:46 a.m., Mrs. Brenda Myers departed the Board meeting. At 8:54 a.m., Mr. J. Bruce Walters departed the Board meeting.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.
Board Member Sharing of Information	Mr. Eric Samples started a discussion about the Student March on Washington on March 24.
Information Items	The following information items were attached for the Board's review: <ul style="list-style-type: none"> • Media Link to Active Shooter Training • Thank you – Loysville Youth Development Center • Staff Appreciation note
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, March 22, 2018, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mr. Eric Samples 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 9:13 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary