

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

December 20, 2018 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 20, 2018, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:00 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 8:00 a.m., the Board entered into an Executive Session to discuss negotiation matters.
REGULAR BOARD MEETING	8:14 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, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mrs. Brenda Myers, Mrs. Jean Rice, Ms. Ilecia Voughs, J. Bruce Walter and Mr. Wilbur Wolf (14)</p> <p><u>Members not in attendance were</u> Mr. David Barder, Mr. Eric Samples, Mrs. Jill Stine, and Mr. Ford Thompson (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> Mr. Greg Milbrand, Ms. Alicia McDonald, Ms. Theresa Kinsinger, and Mr. Len Kapp</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed all to the meeting.
Reports & Updates	
Board Spotlight – Audit Presentation	Mr. Daren Moran introduced Brown, Schultz, Sheridan & Fritz who presented the Audit presentation for the year ending June 30, 2018.
Josephine J. Decima Award for Excellence in the Field of Special Education	This year’s recipient of the Josephine J. Decima Award for Excellence in the Field of Special Education was Alice Womer, CAIU Speech/Language professional. Dr. Andria Saia and the CAIU Board presented the award to Alice.
Approval of Minutes	<p>Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, “that the November 15, 2018 minutes be 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	Mrs. Jean Rice reported that there was a Board Negotiations Committee meeting last evening and a Board Finance Committee meeting today to discuss the General Operating Budget.
Treasurer's Report	Mrs. Judy Crocenzi moved, seconded by Mrs. Barb Geistwhite, "that the following fiscal items be approved:
Treasurer's Report – November 2018	November 2018 Treasurer's Report – a total of \$5,032,941.33 in receipts and \$4,700,612.84 in expenditures
Payment of Bills – November 2018	November 2018 Payment of Bills
Summary of Operations – November 2018	Summary of Operations for November 2018 showing revenues of \$32,696,410.93 and expenses of \$25,533,299.66."
	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. Wilbur Wolf moved, seconded by Dr. Layne Lebo, "that the following Budget Administration items be approved:
Proposed 2018-19 Budget Revisions	The following Proposed 2018-19 Budget Revisions: <ul style="list-style-type: none"> • Early Intervention ACCESS Program • IDEA Section 611 - Early Intervention • IDEA Section 619 - Early Intervention • Gifted Technical Assistant Services • Preschool Fiscal Management Grant • Early Intervention."
	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	Mrs. Barb Geistwhite moved, seconded by Mr. Dennis Helm, "that the following Fiscal items be approved:
2017-18 Local Audit Report	2017-18 Local Audit Report."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Business Item	Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi, "that the following Other Business items be approved:
Contracts – December 2018	Contracts – December 2018
Approval of Calendar Modification – Act 80/In-service Days LYDC	Approval of Calendar Modification – Act 80/In-service Days LYDC
2019 Annual Convention/Election of Board Members	2019 Annual Convention/Election of Board Members."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Policies & Programs **Dr. Fred Baldwin moved, seconded by Mrs. Barb Geistwhite,** “that the following Policies & Programs be approved:

Second Reading, Revised Policies The following revised policies for second reading and approval:

- Revised Policy #108 - Adoption of Textbooks
- Revised Policy #311 - Suspensions – Furloughs
- Revised Policy #806 - Child Abuse

First Reading, Revised Policies The following revised policies were available for first reading:

- #827 - Conflict of Interest
- #616.1 - Signature Authority - with suggested revisions.”

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. Dennis Helm moved, seconded Dr. Elisabeth McLean,** “that the following Job Descriptions be approved:

Second Reading Existing Position, Revised Descriptions Second Reading and approval of the following Existing Position, Revised Descriptions:

- Application Developer I
- Senior Application Developer
- Special Projects Supervisor
- Human Resources Secretary
- Human Resources Supervisor
- Administrative Services Secretary
- Payroll and Data Coordinator

Second Reading, Existing Position, New Description Second Reading and approval of the following Existing Position, New Descriptions:

- Application Developer II
- Application Developer III

First Reading, Existing Position, Revised Description The following Existing Position, Revised Descriptions were available for First Reading:

- Curriculum Materials Coordinator
- Program Assistant Educational Services

First Reading, Existing Position, New Description - Supervisor, Educational Services The following Existing Position, New Description was available for First Reading: Supervisor, Educational 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 **Mr. Dennis Helm moved, seconded by Mrs. Barb Geistwhite,** “that the following personnel items be approved:

RESIGNATIONS

- **MICHELLE CLARK**, Professional, Pupil Services Program, effective January 11, 2019. Reason: Personal.
- **DAVID COLESTOCK**, Supervisor, ANPS Program, March 8, 2019. Reason: Retirement after more than 15 years of continuous CAIU service.
- **CIERRIA HARFIELD**, Paraeducator, Autism Support Program, effective November 28, 2018. Reason: Personal.
- **LINDA KOCH**, Paraeducator, Emotional Support Program, effective November 16, 2018. Reason: Personal.
- **ASHLEY LEISTER**, Paraeducator, Emotional Support Program, effective January 4, 2019. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **KATELYN MAY**, Professional, Autism Support Program, effective December 7, 2018. Reason: Personal.
- **JESSICA PACE**, Professional, OT/PT Program, effective December 19, 2018. Reason: Personal.
- **STEPHANIE REYNOLDS**, Paraeducator, Emotional Support Program, effective December 21, 2018. Reason: Personal.
- **ASHLEY WHITE**, Paraeducator, Autism Support Program, effective October 11, 2018. Reason: Personal.
- **REBECCA BENDER**, Paraeducator, effective November 19, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated for a total of 126 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **BRYON BENNER**, Professional, effective November 12, 2018. Assignment: Teacher, Loysville Youth Development Center with base salary of Bachelors, Step 15, \$68,228 for 189 days of service will be prorated for a total of 134 days. This is a replacement position funded through the Loysville Youth Development Center budget.
- **RACHEL BYE**, Temporary Professional, effective January 3, 2019. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated for a total of 96 days. This is a replacement position funded through the MAWA budget.
- **KELLIE BETH HEGARTY-MURPHY**, Temporary Professional, effective January 3, 2019. Assignment: Physical Therapist, OT/PT Program with base salary of Masters+60, Step 5, \$57,980 for 189 days of service will be prorated for a total of 96 days. This is a replacement position funded through the OT/PT budget.
- **EMILY KATZAMAN**, Professional, effective December 3, 2018. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 8, \$56,752 for 189 days of service will be prorated for a total of 109 days. This is a new position funded through the MAWA budget.
- **EMILY KUNKEL**, Paraeducator, effective December 12, 2018. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+30, Step 4, \$20,681 for 189 days of service will be prorated for a total of 102 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- **AMY LAWRENCE**, Professional, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Assignment: Service Coordinator, Early Intervention Program with base salary of Masters, Step 15, \$71,247 for 189 days of service will be prorated based on the number of days worked. This is a new position funded through the MAWA budget.
- **BRITANAI LAWSON**, Paraeducator, effective November 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 2, \$18,897 for 189 days of service will be prorated for a total of 124 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KAYLA MCARTHUR**, Temporary Professional, effective December 3, 2018. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$49,738 for 189 days of service will be prorated for a total of 109 days. This is a new position funded through the MAWA budget.

- **SHEILA PETERSEN**, Paraeducator, effective November 27, 2018. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 8, \$38,202 for 189 days of service will be prorated for a total of 123 days with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.
- **STEPHANIE REYNOLDS**, Paraeducator, effective November 19, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 127 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **LISA SANDERSON**, part-time Human Resources Secretary, Administrative Team – Human Resources, effective December 19, 2018. Employee will be paid at the Range 4 rate of \$18.00 per hour. This is a replacement position funded through the General Operating budget.
- **HEATHER SHAFFNER**, Temporary Professional, effective December 3, 2018. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 6, \$50,705 for 189 days of service will be prorated for a total of 120 days with additional new hire days as required. This is a new position funded through the Floater budget.
- **LEASUJA TALLIFERRO**, Paraeducator, effective November 27, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+30, Step 3, \$19,790 for 189 days of service will be prorated for a total of 124 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **JENNIFER TIENTER** Paraeducator, effective November 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, Step 2, \$17,533 for 189 days of service will be prorated for a total of 124 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **NICOLE WISHARD**, Paraeducator, effective January 3, 2019. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, Step 5, \$20,210 for 189 days of service will be prorated for a total of 96 days with additional new hire days as required. This is a replacement position funded through the MAWA budget. For a total of 128 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

CHANGE OF STATUS

- **IRMA BAUGHMAN**, from HR Generalist to HR Supervisor, Administrative Team – Human Resources, effective December 1, 2018. Change of status results in a change of salary to \$57,500 for 12 months of service and will be prorated for 150 days through June 30, 2019. This change is due to updated duties and job description.
- **ELIZABETH CAPPELLO**, Professional, change in leave of absence return to work date from December 5, 2018 to January 2, 2019.
- **DANIEL CONWAY**, from Program Assistant, CAOLA Program to Application Developer I, Technology Team, effective January 2, 2019. Change of status results in a change of salary to \$52,000 for 12 months of service and will be prorated for 128 days through June 30, 2019.
- **ERICA COOK**, from Paraeducator to Temporary Professional, Capital Area Mental-health Program, effective January 2, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$46,711 for 189 days of service that will be prorated for a total of 106 days. This is a replacement position funded through the Capital Area Mental-health Program budget.
- **BRANDON DEBOW**, Paraprofessional, from part-time to full-time status, effective December 10, 2018.

- **AMY DRESSLER**, from Payroll Clerk to Payroll and Data Coordinator, Administrative Team – Human Resources, effective December 1, 2018. Change of status results in a change of salary to Range 2, \$42,900 for 12 months of service and will be prorated for 150 days through June 30, 2019. This change is due to updated duties and job description.
- **MATTHEW GAUMER**, from Paraeducator to Temporary Professional, Early Intervention Program, effective December 3, 2018. Change of status results in a change of salary to Bachelors, Step 3, \$47,711 for 189 days of service that will be prorated for a total of 109 days. This is a replacement position funded through the MAWA budget.
- **JUDY HOFFMAN**, from Professional, to Floater Professional effective November 27, 2018. Change of status results in a change of salary to 80% of Masters, Step 12, \$64,368 for 189 days of service and will be prorated for a total of 124 days. This is a replacement position funded through the Floater budget.

LEAVES OF ABSENCE

- **LISA BRITTINGHAM**, Professional, leave of absence effective January 3, 2019 – January 18, 2019. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.
- **MEGHANN CENTENO**, Professional, intermittent FMLA leave through December 6, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **JENNIFER KRAUS**, Paraeducator, leave of absence effective December 6, 2018 – January 18, 2019. Leave is requested using accumulated paid leave time for a total of 18.5 paid days and without pay for a total of 6.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **ERIKA STIFFLER**, Professional, leave of absence effective November 13, 2018 – December 21, 2018. Leave is requested using accumulated paid leave for a total of 25 days and is 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 December 20, 2018:

- Mari Bender
- Kirsti Dietz
- Todd Howell.”

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

Reports & Updates

Announcement of CAIU Retirees

The CAIU Board of Directors announced the following December 2018 CAIU Retiree: Diane Wilson, EPP, retirement after 28 years of service

CAIU Team Reports

- Alicia McDonald, Director of Student Services, reported on the ELECT holiday party. ELECT case managers and some CAIU volunteers held the annual holiday party and Baby Bucks store for the families in the program. The teen parents were able to shop at the Baby Bucks store using the incentives earned over the course of the fall. Each child got their picture taken on Santa's lap and a stuffed animal from him. The families received a gift from Toys for Tots and pajamas that were donated by Carter's. Hill Top Academy held their 2nd Annual Holiday Shop. Students were able to earn snowflakes to purchase gifts for all family members in their house. They received many donations from CAIU staff and Delta Dental.

- Theresa Kinsinger, Director of Organizational Services, held a Human Resources Advisory Council meeting this month. Our region is in desperate need of para-professionals; the IU still needs fourteen. Jan Howe announced her retirement. Jan has been a tremendous help with the contract process in addition to many other responsibilities here at the IU. We are looking at the best way to move forward with filling this future vacancy. The Telehealth Service offered through Capital Blue Cross will be implemented and available to all staff in January 2019. This is a virtual care service, which allows staff to meet with a physician or mental health professional from the comfort of their home—or anywhere else in the United States. No appointment is necessary, and Virtual Care visits cost less than urgent care or emergency room visits!
- Dave Martin, Director of Technology Services, reported that the inaugural Keystone Education Security Summit (KEdSS) was held on Friday, November 16. It was great success. Approximately 70 school districts and IUs were represented at the conference. Technology will meet next month to start planning for the creation of regional cyber security plan, working within the Federal guidelines with implementation planned over the next 2 years. The CAIU is leading a regional video security system solution today to find the best pricing and options available.
- Greg Milbrand, Assistant Executive Director, introduced CAIU's new Marketing and Communication Specialist, Amy Beaver. The Safe2Say anonymous tip line goes live on January 14. All middle and high school students will need to be trained. The superintendents will continue their security discussions at the January 9 SAC meeting. Greg wished everyone a happy and healthy holiday.
- Andria Saia, Executive Director's Report was available for the Boards review. She highlighted the CAIU Service Projects where our staff have given back to the community. Last year almost 300 staff completed a service project. This year, approximately 292 have completed services projects to date and another 152 are scheduled to complete a service project between now and January 18, 2019. She also highlighted Millersburg's Jump Start Café. On December 12, Millersburg Area Life Skills Support teacher, Ms. Brandi Riland, brought some of her students to the CAIU for the morning to operate a "pop-up" café. The students created a menu of cold and hot beverages and snacks, which they sold and served to members of our Superintendents Advisory Council as well as to CAIU staff. The Jump Start Café operates regularly in their own schools; this is the first time that the students have had the opportunity to expand their experiences outside of their school.

Departing Board Members At 9:18 a.m., Mrs. Maria Memmi left the meeting.

Proposed Revision of CAIU By-Laws (Discussion) Proposed Revision of CAIU By-Laws were presented to the Board for review.

Executive Director's Report The Executive Director's Report was available for the Board Members' review.

President's Report Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting and wished everyone a Happy Holiday.

Board Member Sharing of Information

- Mr. Bruce Walter, Millersburg S.D., reported that the merger is in the works and received unanimous board support.
- Mrs. Barb Geistwhite, Cumberland Valley S.D., reported that they have a new school board member, Steve Winnie.
- Mrs. Brenda Myers, Susquenita S.D., reported on the issue of obtaining substitutes. Their district uses pop-ups on their web page as soon as someone signs in.

Information Items

The following Information Items were available:

- 2018 Winter Edition of CAIU Voices
- Success Stories shared about CAOLA program
- Nice Note about CAIU TAC Staff
- Thank you note from student at Loysville

**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, January 24, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Mrs. Barb Geistwhite moved, seconded by Mrs. Judy Crocenzi, “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 9:26 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary