

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**August 23, 2018
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 23, 2018, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:04 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 8:04 a.m., the Board entered into an Executive Session to discuss personnel and Negotiation matters.
REGULAR BOARD MEETING	At 8:22 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, Ms. Ilecia Buckner, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter, and Mr. Melvin Wilson (11)</p> <p><u>Members not in attendance were</u> Mr. David Barder, Mrs. Judy Crocenzi, Mr. Dennis Helm, Mr. Christopher Lupp, Mrs. Maria Memmi, Mr. Eric Samples, Mrs. Jill Stine, and Mr. Wilbur Wolf (8)</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. Michelle Sholder, Mr. Greg Milbrand, Ms. Alicia McDonald, Mr. Brian Griffith, Ms. Theresa Kinsinger, Mr. David Martin, and Mr. Len Kapp</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Ms. Michelle Sholder and Mr. Gregory Milbrand to the meeting.
Ratification/Approval of Action Items of the 7/26/18 Board Meeting	Mrs. Brenda Myers moved, seconded by Mrs. Melanie Gurgiolo, “that the following action items of the 7/26/18 Board Meeting be ratified/approved:”
Election of New Board Members	<p>Election of the following CAIU Board Members for a new three-year term from July 1, 2018 - June 30, 2021:</p> <ul style="list-style-type: none"> • Dr. Fred Baldwin, Carlisle Area School District • Mr. Ford Thompson, Central Dauphin School District • Mrs. Barbara Geistwhite, Cumberland Valley School District • Ms. Maria Memmi, Derry Township School District • Mr. J. Bruce Walter, Millersburg Area School District • Mrs. Jill Stine, Newport School District • Mr. Christopher A. Lupp, Middletown Area School District

Election of the following CAIU Board Members to fill an unexpired term:

- Mrs. Melanie Gurgiolo, Camp Hill School District, BEGINNING DECEMBER 21, 2017 AND ENDING JUNE 30, 2019
- Mr. Dennis Helm, East Pennsboro Area School District, BEGINNING DECEMBER 21, 2017 AND ENDING JUNE 30, 2019
- Ms. Ilceia Buckner, Susquehanna Township School District, BEGINNING JANUARY 25, 2018 AND ENDING JUNE 30, 2019
- Mr. Melvin Wilson Jr., Harrisburg School District, BEGINNING APRIL 26, 2018 AND ENDING JUNE 30, 2019

Newspaper of General Circulation	Designation of Patriot-News as the Newspaper of General Circulation
Appointment of Committee Chairs/Members 2018-19	Revised Committees and description attached to July 26, 2018 Board Meeting – Please review descriptions and committee assignments.
Approval of Minutes	Approval of Minutes - June 28, 2018
Treasurer's Report	<ul style="list-style-type: none"> • June 2018 Treasurer's Report – a total of \$5,871,885.15 in receipts and \$11,511,845.15 in expenditures • June 2018 Payment of Bills • June 2018 Summary of Operations showing revenues of \$81,815,372.19 and expenses of \$81,926,809.35
Budget Administration	Proposed 2018-19 Original Budget - PA Assessment and Accountability Workshop
Other Business Item	<ul style="list-style-type: none"> • Contracts – July 2018 • Proposed Second Agreement of Loan Agreement/Service Agreement between CAIU & PCD
Policies & Programs	<ul style="list-style-type: none"> • Second Reading, Revised Policy #138 - Language Instruction Education Program - EL • First Reading, Revised Policy #311 - Suspensions/Furloughs • First Reading, Revised Policy #810 - Transportation
Job Descriptions	Second Reading and approval of the following Existing Position, Revised Descriptions: <ul style="list-style-type: none"> • Technology Support Specialist I • Technology Support Specialist II • Technology Support Specialist III
Personnel Items	
Resignations	<p>ELIZABETH ADGIE, Paraeducator, Early Intervention Program, effective June 1, 2018. Reason: Personal.</p> <p>BARBARA PEARSALL, Professional, Service Coordinator, Early Intervention Program, effective September 5, 2018. Reason: Retirement after more than 23 years of continuous CAIU service.</p>
Recommended for Employment or Contract	<p>STEPHANIE CRATER, part-time Professional, Extended School Year (ESY) Program, effective July 9, 2018 – July 31, 2018. Base salary of Masters, Step 3, \$50,738 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.</p> <p>BRANDON DEBOW, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.</p>

TRACY GEIST, Professional, effective August 23, 2018. Assignment: Social Worker, Pupil Services Program with base salary of Masters+60, Step 15, \$76,790 for 189 days of service with additional new hire days as required. This is a new position funded through the Educational Consultant and Pupil Services budgets.

JULIA KEPLER, Professional, effective August 28, 2018. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 1, \$44,247 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

LINDA KOCH, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CARRIE LERSCH, Professional, effective August 1, 2018. Assignment: Orientation and Mobility Specialist, Blind/Visually Impaired Support Program with base salary of Masters, Step 15, \$69,753 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Blind/Visually Impaired Support budget.

KERI MCKEEVER, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

LAUREN ROYER, Professional, effective August 1, 2018. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+15, Step 3, \$52,017 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

ANTHONY TALIANI, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 2, \$18,897 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

KEITH WATSON, 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, Range 3, \$115,623 for 12 months of service, prorated based on number of days worked through June 30, 2019. This is a replacement position funded through the CORE budget.

Change of Status

BENJAMIN BERRY, from Business Analyst I to Business Analyst II, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$58,000 for 12 months of service.

KAREEM COTTON, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, Capital Area Mental-health Program, effective August 23, 2018. Change of status results in a change of salary to MHW Bachelors, Step 13, \$46,744 for 189 days of service.

BARABARA FREY, from Paraeducator to Temporary Professional, Long Term Substitute Teacher, Student Services Team, effective August 1, 2018 – June 11, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$44,247 for 189 days of service.

Changes of Salary

JANET PENICA, from Paraeducator, EPP to Paraeducator, Job Coach. Change in position results in a payment of a \$2,950 stipend, effective for the 2018-2019 school year as per the Memorandum of Understanding (MOU).

CONSTANCE SWIFT, from Paraeducator, Educational Paraprofessional to Paraeducator, Job Coach. Change in position results in a payment of a \$2,950 stipend, effective for the 2018-2019 school year as per the Memorandum of Understanding (MOU)."

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	Mrs. Jean Rice called for the Nominating Committee to give their report.
Re-Organization Meeting/Election of 2018-19 Officers	
Nomination of Officers	<p>Dr. Elisabeth McLean, Nominating Committee Chair, presented the following slate of officers for election to serve a one year term of July 1, 2018 – June 30, 2019:</p> <ul style="list-style-type: none"> • Jean Rice, President • Judy Crocenzi, Vice-President • Daren Moran, Treasurer • Rennie Gibson, Secretary <p>Dr. Elisabeth McLean asked if there were any further nominations from the floor.</p>
Closing of Nominations	<p>Hearing no further nominations from the floor, Dr. Elisabeth McLean asked for a motion to close the nominations.</p> <p>Mrs. Barbara Geistwhite moved, seconded by Mr. Ford Thompson, “that the nominations for election of slate of officers be closed.”</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>
2018-19 Election of Officers	<p>Dr. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite, “that the following slate of officers be elected to a one year term of July 1, 2018 – June 30, 2019:</p> <ul style="list-style-type: none"> • Jean Rice is elected as President • Judy Crocenzi is elected as Vice-President • Daren Moran is elected as Treasurer • Rennie Gibson is elected as Secretary.” <p>Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Ms. Ilicia Buckner, yes; Mrs. Barbara Geistwhite, yes; Mrs. Melanie Gurgiolo, yes; Dr. Layne Lebo, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Ford Thompson, yes; Mr. J. Bruce Walter, yes; and Mr. Melvin Wilson yes.</p>
Approval of Minutes	<p>Mrs. Barbara Geistwhite moved, seconded by Dr. Elisabeth McLean, “that the July 26, 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>
Treasurer’s Report	Mrs. Brenda Myers moved, seconded by Dr. Fred Baldwin, “that the following fiscal items be approved:
Treasurer’s Report – July 2018	July 2018 Treasurer’s Report – a total of \$9,494,518.53 in receipts and \$12,375,710.30 in expenditures
Payment of Bills – July 2018	July 2018 Payment of Bills
Summary of Operations – June 2018	June 2018 Summary of Operations showing revenues of \$ \$91,960,305.62 and expenses of \$89,577,433.56

Summary of Operations – July 2018	July 2018 Summary of Operations showing revenues of \$ 2,633,703.98 and expenses of \$3,672,053.57.”
	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. Ford Thompson moved, seconded by Dr. Elisabeth McLean, “that the following Budget Administration Items be approved:
Proposed 2018-19 Original Budget - PA Institute for Instructional Coaching	Proposed 2018-19 Original Budget - PA Institute for Instructional Coaching.”
	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	Mrs. Brenda Myers moved, seconded by Mr. Melvin Wilson, “that the following Other Business Item be approved:
Contracts – August 2018	Contracts – August 2018.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Amendment of Board Agenda to Add Action Item 12.2 - Approval of Employment Contract – Mr. Gregory Milbrand	Mr. Bruce Walters moved, seconded by Dr. Fred Baldwin that, “the Board Agenda be amended to add action item 12.2 Employment Contract for Mr. Gregory Milbrand.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Approval of Employment Contract – Mr. Gregory Milbrand	Mr. Ford Thompson moved, second by Dr. Elisabeth McLean that, “the employment contract for Mr. Gregory Milbrand as Assistant Executive Director of the Intermediate Unit for a term of four (4) years commencing on or about October 22, 2018 or on his physical start date with the Intermediate Unit should Mr. Milbrand be released early from his contract with his current employer, whichever occurs first, and ending June 30, 2022 be approved.”
	Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Ms. Ilceia Buckner, yes; Mrs. Barbara Geistwhite, yes; Mrs. Melanie Gurgiolo, yes; Dr. Layne Lebo, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Ford Thompson, yes; Mr. J. Bruce Walter, yes; and Mr. Melvin Wilson yes.
Policies & Programs	Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, “that the following Policies and Programs be approved:
Second Reading, Revised Policies	Second Reading and approval of: <ul style="list-style-type: none"> • Revised Policy #311 - Suspensions/Furloughs • Revised Policy #810 - Transportation

First Reading Revised Policy #210 - Use of Medication-Procedures School Age K-12

First Reading Revised Policy #210 - Use of Medication-Procedures School Age K-12

Revised 2018-19 Student Services Master Calendar

Revised 2018-19 Student Services Master Calendar.”

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. Brenda Myers moved, seconded by Mr. Bruce Walter, “that the following Job Descriptions be approved:

First Reading Existing Position, Revised Descriptions

The following First Reading, Existing Position, New Descriptions:

- School Psychologist
- Principal.”

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. Layne Lebo moved, seconded by Dr. Fred Baldwin, “that the following personnel items be approved:

RESIGNATIONS

- **BRANDON BARNHART**, Professional, Social Worker, CATES Program, effective August 29, 2018. Reason: Employee accepted a position with Chambersburg Area School District.
- **JOCELYN CONFER**, Paraeducator, Emotional Support Program, effective July 23, 2018. Reason: Personal.
- **JESSICA DERRICKSON**, Professional, Emotional Support Program, effective June 4, 2018. Reason: Personal
- **EMILY HUDOCK**, Application Developer II, Technology Team, effective August 14, 2018. Reason: Personal.
- **SAMUEL MARLIN**, Paraeducator, Emotional Support Program, effective June 4, 2018. Reason: Personal.
- **LESLIE RHOADES**, Cafeteria Worker, Student Services Team, effective June 4, 2018. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **ROBIN BAKER**, Professional, effective August 22, 2018. Assignment: Teacher, Loysville Youth Development Center with base salary of Masters, Step 6, \$53,733 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.
- **TAMARA BECKENBAUGH**, Professional, effective August 20, 2018. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Masters+30, Step 15, \$73,944 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Program budget.
- **MACKENZIE BRADY**, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES Program with base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.

- **MELISSA BROWN**, Paraeducator, effective August 28, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **VALERIE BYERLY**, Paraeducator, effective September 4, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 184 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MELISSA COUSIN**, Professional, effective August 20, 2018. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 11, \$62,267 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **CHRISTIE ESWORTHY**, Professional, effective August 6, 2018 – June 10, 2019. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters, Step 15, \$71,247 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **KRISTIE FOLCKEMER**, Paraeducator, effective August 20, 2018. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.
- **KAREN GEORGE**, Professional, effective August 27, 2018. Assignment: Part-time Speech and Language Clinician, School-Age Speech and Language Program with base salary of Masters, Step 14, \$68,899 for 189 days of service with additional new hire days as required. This is a new position funded through the School-Age Speech and Language budget.
- **SHELBY HAWK**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services Program with base salary of Masters, Step 5, \$52,420 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and Emotional Support budgets.
- **HALEY HOOVER**, Paraeducator, effective August 27, 2018. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 6, \$34,723 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **JESSE KILLINGER**, Lead Custodian, Administrative Team - Operations, effective August 23, 2018. Range 5 salary of \$27,878.50 for 12 months of service will be prorated for a total of 222 days through June 30, 2019. This is a replacement position funded through the Hill Top Academy Operations budget.
- **ANDREA LAMB**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Deaf/Hard of Hearing Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Deaf/Hard of Hearing budget.

- **SHANNON MELLOTT**, Paraeducator, effective August 27, 2018. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+3, Step 13, \$38,202 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **GREGORY MILBRAND**, Assistant Executive Director, effective on or about October 22, 2018 or on his physical start date with the Intermediate Unit should Mr. Milbrand be released early from his contract with his current employer. Salary will be set at \$134,000 for 12 months of service. This is a replacement position funded through the General Operating Budget.
- **MARILYN MILLER**, Temporary Professional, effective August 27, 2018. Assignment: Teacher, Student Services Team with base salary of Bachelors, Step 2, \$47,211 for 189 days of service with additional new hire days as required. This is a new position funded through the United Methodist Home for Children budget.
- **TRAN OWENS**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KRISTEN SCHREIBER**, Temporary Professional, effective August 20, 2018 – June 7, 2019. Assignment: Long Term Substitute Occupational Therapist, OT/PT Program with base salary of Masters, Step 10, \$60,297 for 189 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **KELLY SNELL**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 1, \$49,738 for 189 days of service with additional new hire days as required. This is a new position funded through Capital Area Mental-health budget.
- **MYISHA TYMES**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services/CATES Program with base salary of Masters, Step 9, \$58,459 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and CATES budgets.
- **DAVID VAN DELL**, Temporary Professional, effective August 16, 2018. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+60, Step 15, \$76,790 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **KAREN CONWAY**, from part-time Paraeducator in the Extended School Year (ESY) Program to full-time Paraeducator effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, Step 2, \$17,533 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **AMY COOK**, Professional, from part-time to full-time status, effective August 20, 2018.

CHANGE OF STATUS

- **JAN CUVA-PRIMMER**, from Paraeducator, Mental Health Worker to Professional, Social Worker, Student Services Team, effective August 13, 2018. Change of status results in a change of salary to Masters, Step 15, \$71,247 for 189 days of service.
- **BRANDON DEBOW**, Paraeducator, from full-time to part-time status, effective August 27, 2018.
- **ERIN ELLSION**, part-time Professional, change in end date of Long Term Substitute Teacher assignment from June 8, 2018 until the end of the 2018-2019 school year.
- **ELIZABETH KERR**, Professional, change from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective August 27, 2018 – December 21, 2018.
- **DENISE KRAMER**, Professional, change in leave of absence return to work date from May 16, 2018 to June 11, 2018.
- **TRACY LENTZ**, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, ELECT Program, effective August 2, 2018. Change of status results in a change of salary to MHW Bachelors, Step 7, \$36,552 for 189 days of service.
- **KELLIE OWENS**, Accountant, Administrative Team – Business, change in leave of absence return to work date from August 30, 2018 to August 27, 2018.
- **SHAQUANA ROBINSON**, Paraeducator, from part-time to full-time status, effective August 20, 2018.

CHANGES OF SALARY

- **JULIA KEPLER**, Professional, change in salary from \$44,247 to \$46,711, effective August 28, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.
- **CARRIE LERSCH**, Professional, change in salary from \$69,753 to \$71,247, effective August 1, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.

LEAVES OF ABSENCE

- **SARAH ALTMAN-KOPKO**, Professional, Early Intervention Program, leave of absence August 20, 2018 – November 12, 2018. Leave is requested using accumulated paid leave from August 20, 2018 – August 24, 2018 for a total of 5 paid days. Employee will then take child-rearing leave of absence from August 27, 2018 – November 12, 2018. Leave is requested in accordance with CAIU policy.
- **ERICA COOK**, Paraeducator, unpaid leave of absence effective August 27, 2018 – October 4, 2018. Leave is requested in order to complete her education and is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **KRISTIN GARDNER**, Professional, ANPS Program, child-rearing leave of absence for the 2018-2019 school year. Leave is requested in accordance with CAIU policy.
- **JESSICA MCCOOL**, Professional, School-Age Speech Program, leave of absence July 31, 2018 – October 5, 2018. Leave is requested using accumulated paid leave for a total of 5 paid days. The remainder of the leave will be without pay and will result in 29 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

- **NICOLE MILLER**, Program Assistant, Technology Team, leave of absence effective August 17, 2018 – August 31, 2018. Leave is requested using accumulated paid leave for a total of 11 days and 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.

Reports & Updates

Board Spotlight - Overview of 2018-19 Student Services Programs Alicia McDonald presented an overview of the 2018-19 Student Services Programs.

Announcement of CAIU Retirees The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following August 2018 CAIU Retiree: **Arlene Moll**, Administrative Support Supervisor, retirement after 17 years of service

CAIU Team Reports

- Alicia McDonald, Director of Student Services, provided this month's Board Spotlight on 2018-19 Student Services Programs. She presented an overview of Preschool-Early Intervention and School Age Services as well as the Loysville Youth Development Center.
- Theresa Kinsinger, Director of Organizational Services, reported that human resources is still busy with hiring new staff. Thirty-five staff have been hired since June. Currently, we still have 14 EPP vacancies. All staff are going through Act168 training.
- Brian Griffith, Director of Educational Services, shared a flyer of an upcoming session on Suicide Prevention by Dr. Scott Poland. The session will be held at the CAIU on September 28, 8:30am – 3:30pm. Please let Rennie Gibson or Brian Griffith know if you would like to attend. Department of Education is switching to new dashboard, Future Ready Index, for school districts to record data. Act 44, safety and security, was recently passed. One component of the Act is that all districts must identify a Safety Coordinator and provide that individual's name to PDE.
- Dave Martin, Director of Technology, reported that his team is busy getting everything up and ready for the 2018-19 school year. Currently, we are working with schools to install Office 365 Threat protection, which is a cloud-based service that scans emails. Our Firewall continues to be upgraded on a regular basis. Dave provided an update on the interns from Cumberland and Dauphin technical schools who have been working with our tech team this summer. The internships went very well and the tech team has decided to hire three of the interns for 2018-19.
- Daren Moran, Business Manager, reported that the Champion for Children Golf Tournament has been rescheduled for Friday, September 14, 2018, with a 1:00pm start. He received really positive feedback from all vendors.
- Dr. Andria Saia, Executive Director, congratulated and welcomed Greg Milbrand on being hired as the CAIU's new Assistant Executive Director. Dr. Saia reported on a recent visit she took to the Caring Place and suggested that a future Board meeting be schedule there. The Caring Place provides support, at no cost, to families who are grieving due to death or loss.

It provides many services such as peer support programs, education, consultation, and referral services. The Caring Place could be a remarkable resource for our local districts.

- Rennie Gibson, Board Secretary, shared that the Board photographer has been rescheduled for September due to several new Board members being absent this month.

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.
Board Member Sharing of Information	There was no Board Member Sharing of Information.
Information Items	There were no Information Items.
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, September 27, 2018, 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 9:15 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary