

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**September 27, 2018  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 27, 2018, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:05 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** **Members in attendance were:** Dr. Fred Baldwin, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Mrs. Maria Memmi, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter, and Mr. Melvin Wilson (arrived after roll call) (13)  
**Members not in attendance were** Mr. David Barder, Ms. Ilceia Buckner, Mrs. Brenda Myers, Mr. Eric Samples, Mrs. Jill Stine, and Mr. Wilbur Wolf (6)  
**Non-Voting Members in attendance were:** Dr. Andria Saia, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer  
**Staff/Public in attendance were:** Mr. Greg Milbrand, Ms. Alicia McDonald, Mr. Brian Griffith, Ms. Theresa Kinsinger, Mr. David Martin, and Mr. Len Kapp
- Recognition of the Public: Items Specific to the Agenda** Mrs. Jean Rice welcomed all to the meeting.
- Approval of Minutes **Dr. Fred Baldwin moved, seconded by Mrs. Judy Crocenzi,** “that the August 23, 2018 minutes be 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 Reports.
- Treasurer’s Report** **Mr. Ford Thompson moved, seconded by Mrs. Melanie Gurgiolo,** “that the following fiscal items be approved:
- Treasurer’s Report – August 2018 August 2018 Treasurer’s Report – a total of \$10,051,016.93 in receipts and \$4,825,452.12 in expenditures
- Payment of Bills – August 2018 August 2018 Payment of Bills
- Summary of Operations – June 2018 June 2018 Summary of Operations (as of September 13, 2018) showing revenues of \$92,696,689.77 and expenses of \$92,261,556.52
- Summary of Operations – August 2018 August 2018 Summary of Operations showing revenues of \$9,219,059.35 and expenses of \$6,867,357.35.”  
**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

<b>Budget Administration</b>	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Dennis Helm,</b> “that the following Budget Administration Items be approved:
Proposed 2018-19 Budget Revision - Comprehensive Planning	Proposed 2018-19 Budget Revision - Comprehensive Planning
Proposed 2018-19 Original Budgets	The following Proposed 2018-19 Original Budgets: <ul style="list-style-type: none"> <li>• Title I, Part D - Neglected &amp; Delinquent Subpart 2</li> <li>• Title III Part A - English Language Acquisition.”</li> </ul>
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matters</b>	There were no other Fiscal Matters.
<b>Other Business Item</b>	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Bruce Walter,</b> “that the following Other Business Item be approved:
Contracts – September 2018	Contracts – September 2018.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
2019 PSBA Election of Officers	
President-Elect	<b>Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,</b> “that Mr. Eric Wolfgang be elected as President-Elect.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
Vice President	<b>Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi,</b> “that Mr. Art Levinowitz be elected as Vice-President.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
PSBA Insurance Trustee	<b>Dr. Fred Baldwin moved, seconded by Mrs. Melanie Gurgiolo,</b> “that the following be elected as Insurance Trustees for a 3-year term ending December 31, 2021: Richard Frerichs, William S. LaCoff, and Nathan G. Mains.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>School Board Secretaries Forum</b> Steering – 1-year term	<b>Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,</b> “that the following be elected to the Forum Steering committee for a 1-year term ending December 31, 2019: Brian Feick, Lorraine Rocco, and Bethanne Zeigler.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>School Board Secretaries Forum</b> Steering – 2-year term	<b>Mr. Christopher Lupp moved, seconded by Mr. Dennis Helm,</b> “that the following be elected to the Forum Steering committee for a 2-year term ending December 31, 2020: Peter Bard and Anita Kaseman.”

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

Pupil Transportation  
Forum – 1-year term

**Dr. Fred Baldwin moved, seconded by Dr. Layne Lebo,** “that the following be elected to the Pupil Transportation Forum for a 1-year term ending December 31,2019: Alline Smith and Randy S. Williams, Sr.”

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

Pupil Transportation  
Forum – 2-year term

**Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,** “that the following be elected to the Pupil Transportation Forum for a 2-year term ending December 31, 2020: Michael Kiehl and Jim Person.”

**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 Mr. Bruce Walter,** “that the following Policies and Programs be approved:

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

Second 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**

**Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,** “that the following Job Descriptions be approved:

Second Reading Existing  
Position, Revised  
Descriptions

The following Existing Position, New Descriptions:

- School Psychologist
- Principal

First Reading, New  
Position, New Description  
- Data Coordinator

First Reading, New Position, New Description - Data Coordinator

First Reading, Existing  
Position, Revised  
Description - Program  
Secretary - Data Team

First Reading, Existing Position, Revised Description - Program Secretary - Data Team.”

**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. Judy Crocenzi moved, seconded by Dr. Elisabeth McLean,** “that the following personnel items be approved:

#### **RESIGNATIONS**

**MACKENZIE BAKER,** Paraeducator, Emotional Support Program, effective October 12, 2018. Reason: Personal.

**SHAWN BENNAGE-GREGORY,** Paraeducator, Autism Support Program, effective September 28, 2018. Reason: Personal.

**MARY HALEY**, Paraeducator, Autism Support Program, effective October 3, 2018.  
Reason: Personal.

**NOELLE MILLER**, Paraeducator, Emotional Support Program, effective June 4, 2018.  
Reason: Personal.

**TANYA MORRET**, Professional, Educational Services Team, effective September 28, 2018. Reason: Employee accepted a position with Lincoln Intermediate Unit.

**SHANNON MURPHY**, Professional, Student Services Team, effective August 31, 2018.  
Reason: Employee accepted a position with West Shore School District.

**AVEN SHUPE**, Paraeducator, Emotional Support Program, effective September 28, 2018. Reason: Personal

**MARGARET STOMS**, Paraeducator, Multiple Disabilities Support Program, effective September 28, 2018. Reason: Personal.

**RONALD TROXELL**, Paraeducator, Multiple Disabilities Support Program, effective August 10, 2018. Reason: Personal.

**CHANDRENIE WASHINGTON**, Paraeducator, Early Intervention Program, effective August 20, 2018. Reason: Personal.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**YVONNA BISHOP**, Paraeducator, effective September 17, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, Step 3, \$18,424 for 189 days of service will be prorated for a total of 171 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

**ANDREA DUNDORE**, Paraeducator, effective October 1, 2018. Assignment: Personal Care Assistant, 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 161 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

**TINA FORD**, Paraeducator, effective August 31, 2018. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**JANICE GOUGH**, Temporary Professional, effective September 4, 2018 – December 19, 2018. Assignment: Long Term Substitute 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 68 days. This is a replacement position funded through the MAWA budget.

**KAREN KING**, part-time Cafeteria Worker, Student Services Team, effective September 4, 2018. Employee will be paid at the Range 5 rate of \$13.50 per hour. This is a replacement position funded through the Food Services budget.

**CHERYL KUGLER**, Substitute Receptionist, Administration Team, August 23, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.

**OLIVIA KUHNS**, Paraeducator, effective September 25, 2018. Assignment: part-time Educational Paraprofessional, Early Intervention Program with 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 replacement position funded through the MAWA budget.

**ASHELY LEISTER**, Paraeducator, effective September 10, 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 176 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

**ERIN MCLAUGHLIN**, Temporary Professional, effective September 17, 2018. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 4, \$51,238 for 189 days of service will be prorated for a total of 155 days. This is a replacement position funded through the MAWA budget.

**KRISTEN MYERS**, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES 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 CATES budget.

**ANGELA REED**, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES 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 CATES budget.

**TERI JO REED**, Paraeducator, effective September 10, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will prorated for a total of 176 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

**CHERRILEE SEIB**, Paraeducator, effective September 12, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

**LYNNEA SUMMERSCALES**, Paraeducator, effective September 4, 2018. Assignment: part-time Educational Paraprofessional, Early Intervention Program with 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 replacement position funded through the MAWA budget.

**SUELLEN VANDER GHEYNST**, Substitute Receptionist, Administration Team, August 29, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.

**CHRISTINA WATSON**, Paraeducator, effective September 11, 2018. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will prorated for a total of 169 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

#### CHANGE OF STATUS

**JOEI ASKEY**, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, Capital Area Mental-health Program, effective September 24, 2018. Change of status results in a change of salary to MHW HS+3, Step 5, \$31,261 for 189 days of service will be prorated for a total of 166 days.

**SARAH DIEHL**, Paraeducator, from part-time to full-time status, effective August 20, 2018.

**NATHAN FOSTER**, change in internship duration to end date TBD.

**JAIDYN JACKSON**, change in internship duration to end date TBD.

**AMANDA KELLER** Paraeducator, from full-time to part-time status, effective August 27, 2018.

**DALTON KINER**, change in internship duration to end date TBD.

**WHITNEY KORTZE**, Professional, change from part-time Floater Teacher to Teacher, Emotional Support Program, effective August 15, 2018 – October 12, 2018.

**MEGAN LEIBY**, from Substitute Receptionist to Paraeducator, Educational Paraprofessional, Early Intervention Program effective September 4, 2018. Change of status results in a change of salary to HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked.

**HOLLY O'NEILL**, Professional, change from Floater Teacher to Teacher, Direct Education Program, effective August 13, 2018. This change in status results in a change of salary to 100% of the Bachelors, Step 9 salary of \$55,432.

**JESSICA PACE**, Professional, change in leave of absence return to work date from September 14, 2018 to August 20, 2018.

**TAMMY TRUE**, from Program Secretary, Student Services Team to Program Assistant, CAOLA Program for one (1)+/- day per week, effective August 24, 2018. Employee will be paid at a rate of \$20.59 per hour for the time she will be working in the CAOLA Program.

**TODD WITTERS**, Professional, change from part-time Floater Teacher to full-time Long Term Substitute Teacher, Loysville Youth Development Center, effective August 20, 2018 – August 31, 2018 and then Capital Area Mental-health Program, effective September 4, 2018 – October 30, 2018.

## LEAVES OF ABSENCE

**BRIELLE DELELLIS**, Paraeducator, leave of absence effective August 15, 2018 – September 21, 2018. Leave is requested using accumulated paid leave time for a total of 9 paid days and without pay for a total of 12 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**JENNIFER FOSTER**, Professional, intermittent FMLA leave through September 19, 2019. Leave is requested in accordance with CAIU and FMLA policies.

**ELIZABETH GOEDKOOP**, Professional, leave of absence September 4, 2018 – December 19, 2018. Leave is requested using accumulated paid leave from September 4, 2018 – October 18, 2018 for a total of 30 paid days and without pay from October 19, 2018 – December 7, 2018 for a total of 30 unpaid days. Employee will then take child-rearing leave of absence from December 10, 2018 – December 19, 2018 for an additional 8 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**SHARON KELLO**, Professional, leave of absence effective September 12, 2018 – October 5, 2018. Leave is requested using accumulated paid leave for a total of 18 days and is in accordance with CAIU and FMLA policies.

**DIANA MOSER**, Paraeducator, leave of absence August 13, 2018 – November 20, 2018. Leave is requested using accumulated paid leave from August 13, 2018 – September 11, 2018 for a total of 13 paid days and without pay from September 12, 2018 – November 19, 2018 for a total of 47 unpaid days. Employee will then take leave without pay for an additional day on November 20, 2018. Leave is requested in accordance with CAIU and FMLA policies.

**MELISSA ROBERTS**, Professional, unpaid leave of absence effective August 24, 2018 – September 5, 2018 as per CAIU policy, practice, and procedure.

**DINA ROSEBERY**, Professional, leave of absence effective September 19, 2018 – November 19, 2018. Leave is requested using accumulated paid leave time from September 19, 2018 – October 2, 2018 for a total of 10 paid days and without pay from October 3, 2018 – November 19, 2018 for a total of 33 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.**

## Reports &amp; Updates

Board Spotlight - Overview of 2018-19 Educational Services Programs

Brian Griffith, Director of Educational Services, provided the Board Spotlight, which was an overview of the 2018-19 Educational Services Team and programs. The team recently changed its name from Curriculum to Educational Services to accurately reflect what they do. Brian provided an overview of Nonpublic Services, CAOLA, ELD (previously ESL), Professional Development, and Training and Consultant services, and shared some upcoming special events.

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: **Barbara Pearsall, Service Coordinator, EI, retirement after 23 years of service**

CAIU Team Reports

- Alicia McDonald, Director of Student Services, reported that we are currently dealing with some mold issues in various classroom sites, including one of our Cumberland County preschool sites. We have been working closely with the property owner of the preschool site on cleanup and will be moving classes back into the location this afternoon with the children returning on Monday. We are also currently working on reconciliation of Special Education Services funding and will be returning excess revenue to the school districts.

- Theresa Kinsinger, Director of Organizational Services, reported that we are still looking to fill some classroom positions. We have twelve paraprofessional vacancies and several teacher vacancies to fill and have increased our marketing for these positions. Theresa recently met with her staff to implement a new Contracting System to manage our contract process. We began formally tracking contracts in February, and in the last year, we have processed over 400 contracts. She recently met with the school district human resources staff and they have decided to start a human resources leadership program. The first local conference will be held in October 2019.
- Brian Griffith, Director of Educational Services, provided the Board Spotlight, which was an overview of the 2018-19 Educational Services Team and programs.
- Dave Martin, Director of Technology, provided an update on security planning and the upcoming Keystone Summit, a security conference that will be hosted by the CAIU on November 16. Over 100 people from 45 of our local school districts have already registered. Staff from both the Technology and Administration teams are invited to attend. The conference will have presenters from across the state. Dave will send an invite to Board Members. The Tech Team is also investigating several different options for a security camera system.
- Daren Moran, Business Manager, reported that the auditors would be here on Monday for the annual audit. He anticipates having the audit presentation at the November or December Board meeting. We have recently transitioned from PNC bank to FMB bank and opened a money market account (very liquid and short term) to help increase some efficiencies in the business office and cash flow. This account has already accrued interest and is generating some funds. Daren plans to meet with the Board Finance Committee in the near future.
- Greg Milbrand, Assistant Executive Director, reported that he has been busy getting acquainted with CAIU Staff during his week of employment and has begun work on a safety and security grant that is due on Oct 12.
- Andria Saia, Executive Director, reported on Len Kapp's behalf and shared that we are in the midst of some interior building remodeling to several areas as part of our Comprehensive Plan to create more efficient workspaces. We will start work in October on a new itinerant space and hope to provide a tour for Board Members once complete. She also highlighted several upcoming professional development sessions this year for CAIU support staff and invited all Board Members to attend any of the sessions. Dr. Saia spotlighted *Partnering with Parents*, a new program that will be developed using CAIU Innovation Grant money. Several Board Members shared there is a strong need for this type of service within our districts as well. Dr. Saia will share information about this program with districts and will discuss it with the superintendents at the next SAC meeting. She reported on her recent activities and upcoming activities and invited all Board Members to attend the Meet & Greet for Greg Milbrand on October 4 at 3:30pm – 5:00pm.
- Rennie Gibson, Board Secretary, shared some of the work the Administrative Assistants have been busy with this year. A CAIU Voices Newsletter is released every quarter and the fall edition was available for the Boards review. In an effort to provide professional development and network opportunities for all staff, the Administrative Assistants offered several Lunch and Learn sessions last year, which many enjoyed. This year, with the support of Cabinet, several exciting speakers/sessions throughout 2018-19 will be offered. The CAIU Online Fall store is open until October 7.

## 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 and hope you had a great start to the year.
- Board Member Sharing of Information** Mrs. Barbara Geistwhite shared that Cumberland Valley Board of School Directors is the 2018 recipient of the Pennsylvania Education Innovation Awards, Innovative School Board. The award recognizes a school board, career and technical center board, or intermediate unit board that has adopted an innovative approach to their responsibilities and has led its district to exceptional performance. Cumberland Valley has been and is working to implement numerous workforce development and industry certification programs, including a Technical and Security Assistant certification program through Harrisburg University.
- Information Items** The following Information Items were available:
- ABC 27 News: Legislation would help homebound students keep up with schoolwork
  - 9.12.18 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, October 25, 2018, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Dr. Elisabeth Mclean moved, seconded by Mrs. Barbara Geistwhite, "that the meeting is adjourned."**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- At 9:43 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary