



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **February 27, 2020** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight - Dr. Saia presented her mid-year review. Her personal goals are aligned to each of the CAIU Strategic Priorities. She provided an update under each priority.
- Ms. Alicia McDonald, Director of Student Services, reported that staff from the Preschool/Early Intervention team submitted and received a CAIU Innovation Grant for development of a Rapid Response Team. This team put a protocol together for a rapid response hotline to respond to crisis and provide support to staff and students to assist in stabilizing the situation. The team has already successfully responded to over 13 situations over the last several months. The state recognized this important work and offered grant money to the group to develop a model and toolkit to be replicated across the state. Thanks to Daren Moran for the CAIU Innovation Grant Program, that provides the opportunity for these great ideas.
- Mr. Len Kapp, Supervisor of Operations & Transportation, provided a Safety and Security report: The PA Crime and Delinquency Department recently announced who received part of the 60 million dollar meritorious and competitive grants. Most school districts were awarded meritorious grants. Mr. Kapp also reported that there has been recent movement on the land development next door. Transfer of ownership is expected to happen by May 2020.
- Mr. Dave Martin, Director of Technology Services, reported on the phishing simulation software, a regional solution with 15 school districts participating. The first campaign was just launched by a mock phishing email being sent out to gather baseline data. 42% of recipients clicked on the link triggering an automatic email to the recipient explaining about phishing and how to protect yourself. Mr. Martin highlighted the celebration of our 19-20 Interns in the All In report. Interviews for next year's interns have already begun.
- Mr. Brian Griffith, Director of Educational Services, provided an update on state mandates: School districts are mandated to offer CPR this year for high schools. The state released a draft toolkit last week. Most school districts are offering the training through their health or physical education departments. There are new requirements for 2021 to administer a civic assessment to all high school students anytime during their high school years. Please note – this is not a graduation requirement. School districts are required to report every two years the number of students that took the assessment and the number that passed. A book of all mandates was printed and provided to the Board Members. As we receive changes, updates will be distributed. Congratulations to Scott Snyder, Instructional Coaching and Technology Consultant, as he was this year's recipient of the ISTE Making IT Happen award. This is national award to honor outstanding educators and leaders who demonstrate extraordinary commitment, leadership, courage and persistence in improving digital learning opportunities for students.
- Dr. Andria Saia, Executive Director, highlighted the *All In* Newsletter that was available for the Board's review. She highlighted The CAIU's celebration of National Compliment Day and National Have Fun at Work Day. In addition, one of our Program Supervisors, Kathy Gottlieb, as part of her leadership goal, took initiative and submitted a great article on Growing our EQ. Dr. Saia reported on this month's School District Spotlight which was Middletown Area SD's MATES program: Trauma Informed Care. Please share the great things that are happening in your districts.

Approved Action Items

- Board Member Resignations
 - Acceptance of resignation from Mrs. Maria Memmi, Derry Township School District, from the CAIU Board of Directors, effective January 23, 2020 per email.

- Acceptance of resignation from Ms. Elizabeth Knouse, South Middleton School District, from the CAIU Board of Directors, effective February 25, 2020 per email.
- Appointment of the following new Board Member:
 - Appointment of Mrs. Tricia Steiner, Derry Township SD, to fill an unexpired term from February 27, 2020 until June 30, 2020
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of January 23, 2020
- January 2020 Treasurer's Report – a total of \$7,943,788.50 in receipts and \$7,720,809.39 in expenditures
- Summary of Operations for January 2020 showing revenues of \$57,606,054.67 and \$44,161,086.14 in expenditures
- Other Fiscal Matters - None
- Budget Administration
 - Proposed 2020-21 General Operating Budget (2nd Reading)
 - Proposed 2019-20 Budget Revision - Early Intervention Access Program
 - Proposed 2019-20 Budget Revision - Early Intervention IDEA 611
 - Proposed 2019-20 Budget Revision - Early Intervention IDEA 619
 - Proposed 2019-20 Budget Revision - Early Intervention
- Other Business Items
 - Contracts – February 2020
- Policies & Programs
 - Second Reading, Revised Policy #610 - Purchases Subject to Bid/Quotation
 - Second Reading, Revised Policy #611 - Purchases Budgeted
 - Second Reading, Revised Policy #626 Attachment – Procurement
 - Second Reading, Revised Policy #705 - Safety Organizations/Groups/Individuals – *bring back in March for Second Reading with suggested revisions*
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Contract and Child Accounting Coordinator
 - Second Reading, Existing Position, Revised Description – Data Systems Supervisor
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board Members for their attendance.

NEXT MEETING: Thursday, March 26, 2020, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting

A. RESIGNATIONS:

- **TINA FORD**, Educational Paraprofessional, Early Intervention Program, effective March 6, 2020. Reason: Personal.
- **ALLISON HOOVER**, Certified Occupational Therapist Assistant, OT/PT Program, effective March 6, 2020. Reason: Personal.
- **SARAH KELLY**, Educational Consultant, Educational Services Team, effective March 6, 2020. Reason: Personal.
- **AUBRIE MURPHY**, Program Secretary, Early Intervention Program, effective March 6, 2020. Reason: Personal.
- **ADAM SHICKLEY**, Teacher, Center Point Day Program, effective March 2, 2020. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **JENNIFER BENSHOOF**, Temporary Professional, effective date to be determined. Assignment: School Psychologist, Early Intervention Program with base salary of Masters+30, Step 15, \$74,793 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the MAWA budget.
- **MATTHEW DELIBERTY**, Paraeducator, effective February 20, 2020. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 67 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- **ZACHARY FEISTER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the MAWA budget.
- **AMY FLICK**, Temporary Professional, effective date to be determined. Assignment: Physical Therapist, OT/PT Program with base salary of Masters+60, Step 15, \$77,639 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **MIRANDA HALDEMAN**, Temporary Professional, effective March 9, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 8, \$57,601 for 190 days of service will be prorated for a total of 55 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- **JAIDYN JACKSON**, Technology Support Specialist I, Technology Team, effective February 18, 2020 with base salary of Range 1, \$37,479.35 for 260 days of service will be prorated for a total of 96 days through June 30, 2020. This is a replacement position funded through the Data Processing General Operating budget.
- **CARA JURY**, Temporary Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$50,587 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **SHERIDAN NELSON**, Paraeducator, effective February 20, 2020. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 67 days with additional new hire days as required. This is a new position funded through the MAWA budget.

- **KATHLEEN O'CONNOR**, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters, Step 8, \$57,601 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the MAWA budget.
- **TONY OYOLA**, Temporary Professional, effective date to be determined. Assignment: Long Term Substitute Teacher, Center Point Day Program with base salary of Masters+60, Step 5, \$58,829 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Diakon CP budget.
- **BRIANNA ROWE**, Temporary Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$50,587 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a new position funded through the OT/PT budget.

C. CHANGES OF STATUS:

- **BARBARA FREY**, change in the end date of Long Term Substitute Floater Teacher assignment from February 14, 2020 to February 21, 2020.
- **ERIKA GROVE**, from Long Term Substitute Teacher to Temporary Professional, Center Point Day Program, effective February 3, 2020.
- **MEGHAN HARVEY**, from Educational Consultant to Assistant Program Supervisor, Early Intervention Speech and Language Program, effective date to be determined. Change of status results in a change of salary to Act 93, Grade 4, \$107,319 based on 260 days and will be prorated based on the number of days worked through June 30, 2020.
- **CHRISTA MCMAHON**, Educational Paraprofessional, Early Intervention Program, from part-time to full-time status, effective January 27, 2020.
- **IRENE REEDY**, from Educational Consultant, Educational Services Team to Project Supervisor, Student Services Team, effective March 2, 2020. Change of status results in a change of salary to \$73,800 based on 260 days and will be prorated for a total of 87 days through June 30, 2020.