



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **July 23, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

<https://app.agendamanager.com/caiu/meeting/view/40760/>

Reports/Updates

- The Board welcomed new Board Member Mr. Terry Cameron from Greenwood School District.
- The Board Spotlight was on the CAIU Enola Building Facility Renovation/Remodel. Mr. Daren Moran reported that we continue to move forward with our planned remodel/renovations and are in the process of gathering fiscal numbers and proposals. We'd like to take advantage of the opportunity to start these major renovations and building maintenance projects now while our meeting rooms are offline. Kelsey Leed from Crabtree Rohrbaugh shared a presentation overviewing the proposed rejuvenation project including a projected timeline and status of the current project planning. The feasibility study reflected that our conference spaces are in greatest need of an upgrade and have become the focus of the redesign project. Ms. Leeds previewed the plans for all of the conference space renovations and lobby areas. Safety considerations were taken into account in the redesign of the reception/lobby area.
- **Mr. Daren Moran, Director of Business and Operations**, reported that the facility project has been a great collaborative project. In addition, the business office is getting ready for the year-end audit in August.
- **Ms. Alicia McDonald, Director of Student Services**, provided more detail about the process of the Health and Safety plan for Student Services. Staff are working on the Student Services sections of the Health & Safety Plan, addressing the various environments that the CAIU staff provide services to preschool and school aged children (community preschools & daycares, CAIU preschool classrooms, Hill Top Academy, our district based preschool and school-age classes, in district itinerant services as well as services in homes and hospital settings, and the Youth Development Center). This will need to be a fluid, flexible process. In addition, staff are working on various models of instruction for the fall - online, in person, and hybrid models to try to meet the needs of our families. Large zoom meetings have been scheduled with staff for a high level overview of the plans. We are working on developing communications for professional development for our staff and families and will use blackboard connect, print, and media to get the message out.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, thanked the pandemic response team for all of their efforts throughout the pandemic and specifically on the Health and Safety plan. He highlighted the extraordinary response by all of the individuals and their display of dedication and continuous tireless efforts in trying to meet the needs of our staff and students while balancing safety and education.
- **Mr. Dave Martin, Director of Technology Services**, reported that, as part of computer lifecycle plan, we were fortunate to receive 150 computers to meet the technology needs of our staff and students. They are currently being imaged and will be rolled out over the next several weeks. Technology has been working closely with Student Services and Educational Services to ensure all of the technology needs are in place to support our educational plans. In addition, we are working with our school districts to assist with their needs. The districts have shared concerns regarding adequate internet bandwidth and cyber security. Mr. Martin reported that AgendaManager is doing very well and we recently contracted with another service agency from Washington State; several more agencies are interested and are currently piloting.
- **Mr. Brian Griffith, Director of Educational Services**, reported that, his team is working collaboratively with Students Services on the educational plans. Nonpublic and ESL staff have been working diligently in planning. The CAOLA program has been hit hard this summer as many school districts are using CAOLA in a variety of ways for the upcoming school year. Most

are planning a hybrid model that is fluid enough to switch to fulltime cyber if needed. Eleven additional school districts have joined. Currently, his team is running virtual open houses. There has been an increase in social media posts that are reaching a lot of parents/community members. There are trainings held multiple times a week to train school district teachers in online teaching – they are very well attended. CAOLA works with many different vendors who specialize in different content specific to all grade levels.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that the pandemic response team is working hard to try to prepare the best we can for student and staff return. Thank you for your approval of the Health and Safety plan today, which will allow us to move forward in our communication and planning with our teams. Each team will be working hard and communicating with and engaging their staff members for their input. Human Resources is working hard to be flexible while remaining safe. Last week we held a virtual Leadership Retreat where the proposed Communications Guide was shared. The guide has been finalized and will be attached to next month's Board meeting for review. In addition, we are working on a Supervisor Hiring Manual. It is currently in draft form until the first week in August as we seek staff feedback before publishing the final document. Title IX requirements have been updated with a new implementation date of August 14 for reporting. We will have more details next month.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The pandemic response team is engaged in incredibly difficult work and has really stepped up to be an amazing support to our districts and staff. We are working hard to provide options and support to all of the districts. Dr. Saia is very appreciative of the team and their efforts.
- **Approved Action Items**
 - June 25, 2020 Board Meeting Minutes
 - June 2020 Treasurer's Report – a total of \$2,467,078.54 in receipts and \$14,319,074.80 in expenditures
 - Summary of Operations for June 2020 showing revenues of \$99,138,657.54 and \$90,912,902.27 in expenditures
 - Budget Administration
 - Proposed 2019-20 Original Budget – CARES Act – Other CARES Act Funding
 - Proposed 2020-21 Revised Budgets:
 - EI Access Budget
 - EI IDEA 611 Comp 1
 - EI IDEA 619
 - EI State Budget
 - Other Business Items
 - Contracts – July 2020
 - Appointment of Jean Rice as PSBA Voting Delegate for Assembly
 - CAIU Health and Safety Plan
 - Declaration of Emergency Resolution and Instructional Timeline
 - Job Descriptions
 - Second Reading, Existing Position, Revised Descriptions:
 - Cafeteria Worker
 - Contract Child Accounting Specialist
 - Department Coordinator Student Services
 - Department Coordinator Ed Services
 - Executive Assistant
 - Head Cook
 - Program Assistant CAOLA
 - Program Assistant Ed Services
 - Second Reading, New Position, Revised Description - Curriculum Materials Assistant
 - Personnel Items
 - RESIGNATIONS:
 - JESSICA MCCOOL, Speech and Language Clinician, School-Age Speech Program, effective June 30, 2020. Reason: Personal.

- THERESA SHROYER, Social Worker, CATES Program, effective June 5, 2020.
Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- ALAINA DORANS, Temporary Professional, effective August 18, 2020. Assignment: Teacher, Deaf/Hard of Hearing Program with base salary of Bachelors, Step 1, \$48,487 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.
- VANIA JAROCH, Program Secretary, Student Services Team, effective date to be determined. Base salary of Range C, \$37,000 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a replacement position funded through the Access budget.
- CONNOR YOURKAVITCH, Temporary Professional, effective August 18, 2020. Assignment: Teacher, Vision Program with base salary of Bachelors, Step 1, \$48,487 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Vision budget.

CHANGES OF STATUS:

- KELLY FORTNEY, from Statewide Comprehensive Planning Program Supervisor, Technology Team to Educational Consultant, Educational Services Team, effective August 18, 2020. Change of status results in a change of salary to Masters, Step 9, \$60,235 for 190 days of service. This is a replacement position funded through the Training and Consultation budget.

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board for their efforts and service to their school districts during this challenging time.

NEXT MEETING: Thursday, August 27, 2020, 8:00 a.m., Board Room, CAIU Enola Office

2020-21 Board Meeting Dates

Time of Meetings: 8:00 a.m.

July 23, 2020

August 27, 2020

September 24, 2020

October 22, 2020

November 19, 2020

December 17, 2020

January 28, 2021

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021 *Reorganization Meeting*