

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**January 24, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 24, 2019, 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.
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. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Maria Memmi (arrived after roll call), Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Ms. Ilecia Voughs (arrived after roll call) (13)</p> <p><u>Members not in attendance were</u> Mr. David Barder, Mrs. Barbara Geistwhite, Mrs. Jill Stine, and J. Bruce Walter (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. Brian Griffith, Mr. Len Kapp, Ms. Theresa Kinsinger, Mr. Dave Martin, Ms. Alicia McDonald, and Mr. Greg Milbrand</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed Dr. Tamara Willis, Superintendent, and Patrick Raugh, Data Supervisor, from Susquehanna Township SD to the meeting.
Reports & Updates	
School Board Recognition Month	As January is School Board Recognition Month, the CAIU Administration recognized and thanked our Board Members for all the time and effort they dedicate in support of education.
Board Spotlight - Brightbytes Early Warning Dashboard	Dr. Tamara Willis and Mr. Patrick Raugh provided a presentation on Brightbytes Early Warning Dashboard.
Arriving Board Member	At 8:10 a.m., Mrs. Maria Memmi arrived at the meeting.
Proposed 2019-20 General Operating Budget	Mr. Daren Moran, CAIU Business Manager, provided an overview of the CAIU 2019-20 General Operating Budget. His presentation included a timeline, overview of the proposed budget, issues and concerns, and budget assumptions for 2019-20.
Arriving Board Member	At 8:32 a.m., Mrs. Ilecia Voughs arrived at the meeting.
Approval of Minutes	<p>Mr. Dennis Helm moved, seconded by Dr. Elisabeth McLean, “that the December 20, 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 a Board Finance Committee meeting was held to discuss the 2019-20 General Operating Budget.
Treasurer's Report	Mr. Ford Thompson moved, seconded by Mr. Eric Samples, "that the following fiscal items be approved:
Treasurer's Report – December 2018	December 2018 Treasurer's Report – a total of \$11,213,336.36 in receipts and \$7,009,966.69 in expenditures.
Payment of Bills – December 2018	December 2018 Payment of Bills
Summary of Operations – December 2018	Summary of Operations for December 2018 showing revenues of \$42,343,208.22 and expenses of \$31,961,386.86."
	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. Dennis Helm moved, seconded by Dr. Layne Lebo, "that the following Budget Administration items be approved:
Proposed 2018-19 Original Budgets	The following Proposed 2018-19 Original Budgets: <ul style="list-style-type: none"> • Andrew's Gift - School Age Autism • Non-Public Professional Development."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
	Dr. Fred Baldwin moved, seconded by Mrs. Judy Crocenzi, that "the following budget Administration item be approved:
Proposed 2019-20 General Operating Budget (1 st Reading)	General Operating Budget (1st Reading)."
	Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mrs. Judy Crocenzi, yes; Mrs. Melanie Gurgiolo, yes; Mr. Dennis Helm, yes; Dr. Layne Lebo, yes; Mr. Christopher Lupp, yes; Dr. Elisabeth McLean, yes; Mrs. Maria Memmi, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Ms. Ilecia Voughs, yes. (13 – yes; 0 – no)
Other Fiscal Matters	There were no Other Fiscal Matters
Other Business Item	Mr. Dennis Helm moved, seconded by Mr. Eric Samples, "that the following Other Business item be approved:
Contracts – January 2019	Contracts – January 2019."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
	Dr. Fred Baldwin moved, seconded by Mr. Eric Samples, "that the following Business Item be approved:
Proposed Revision of CAIU By-Laws	Proposed Revision of CAIU By-Laws."

Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mrs. Judy Crocenzi, yes; Mrs. Melanie Gurgiolo, yes; Mr. Dennis Helm, yes; Dr. Layne Lebo, yes; Mr. Christopher Lupp, yes; Dr. Elisabeth McLean, yes; Mrs. Maria Memmi, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; Ms. Ilecia Voughs, yes. (13 – yes; 0 – no)

Policies & Programs

Mr. Ford Thompson moved, seconded by Dr. Fred Baldwin, “that the following Policies & Programs be approved:

Second Reading, Revised Policies

The following revised policies for second reading and approval:

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

First Reading, New Policies

New Policy #823 - Naloxone

First Reading, Revised Policies

The following revised policies were available for first reading:

- # 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- # 906 - Public Complaints (to be reviewed by Solicitor for additional changes)
- # 626 - Federal Fiscal Compliance
- # 612 - Purchases Not Budgeted (to be reviewed for additional changes)
- # 613 - Cooperative Purchasing.”

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. Eric Samples moved, seconded Mr. Dennis Helm, “that the following Job Descriptions be approved:

Second Reading Existing Position, Revised Descriptions

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

- Curriculum Materials Coordinator
- Program Assistant Educational Services.

Second Reading, Existing Position, New Description

The following Existing Position, New Description was available for First Reading:

- Supervisor, Educational Services.

First Reading, Existing Position, New Description - Supervisor, Educational Services

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

- Educational Consultant
- Secretary, Ed 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. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “that the following personnel items be approved:

RESIGNATIONS

ANDREA LAMB, Paraeducator, Deaf/Hard of Hearing Program, effective January 11, 2019. Reason: Personal.

ANGELA PRESTON, Professional, Autism Support Program, effective February 1, 2019. Reason: Employee accepted a position outside of Education.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

BETHANY BECK, Paraeducator, base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support Program.

JACLYN BRENNAN, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

LORI CASTLE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number days/hours worked. This is a new position funded through the MAWA budget.

SARAH DUNNE, part-time Paraeducator, 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 with additional new hire days as required. This is a replacement position funded through the Autism Support budget

TRACY GOODHART, Paraeducator, base salary of MHW HS+3, Step 9, \$33,605 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

JANA HOGG, Paraeducator, base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

CASSIE MCCABE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

ERIN MILLER, Temporary Professional, 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 new position funded through the OT/PT budget.

AMY MOYER, Program Secretary, Early Intervention Program, base salary of Range 4, \$33,150 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the MAWA budget.

SARAH TURNER, Temporary Professional, base salary of Bachelors, Step 2, \$47,211 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the ESL budget.

KAREN WILLIAMS, Professional, base salary of Bachelors, Step 15, \$68,228 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

CHANGE OF STATUS

SALLY FIKE, from Receptionist to Secretary/Receptionist effective January 1, 2019. Change of status results in a change of salary to \$34,222.50 for 12 months of service and will be prorated for a total of 129 days through June 30, 2019.

BENNETT SMITH, from Paraeducator to Long Term Substitute Teacher, effective January 14, 2019 – June 7, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$46,711 for 189 days of service will be prorated for a total of 90 days. This is a replacement position funded through the MAWA budget.”

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

Reports & Updates

(continued)

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	<ul style="list-style-type: none"> • Ms. Alicia McDonald, Director of Student Services, reported that students from Hill Top Academy are here today serving coffee, tea, and muffins in the lobby. Ms. McDonald also reported that the draft school district rates are complete and she has started to hold contract meetings. The Regional Special Ed planning committee is working to develop partnerships in early intervention. Two sub-committees have been set up. • Ms. Theresa Kinsinger, Director of Organizational Services, reported that all employees have transitioned to the HSA plan as of January 1, 2019. Ms. Kinsinger developed staff metrics for the time period of July 1, 2018 – January 2019. During this period, we on boarded 75 new staff and off boarded 34 staff. She will be comparing metrics with our local districts. We are currently in the process of transitioning the Contract position and duties due to the retirement of Jan Howe. • Mr. Brian Griffith, Director of Educational Services, reported that Jill Neuhard applied for the PA Smart Grant and was awarded a \$35,000 grant to roll out coding for 1st graders and their teachers. She will start with a cohort of ten teachers who will go through training. Each classroom will receive an iPad. • Mr. Dave Martin, Director of Technology Services, reported on the Cybersecurity plan. There has been a significant increase in phishing and the technology team is looking at possible solutions for our districts and the IU. • Mr. Greg Milbrand, Assistant Executive Director, expressed his gratitude to our Board members. He also reported that the Safe2Say anonymous tip line is active. School districts are training their middle and high school students. Greg attended his first CAIU All Staff Day last week and reported that it was a very positive and upbeat day. He thanked the All-Staff day committee for their work.
Lead Testing - Water Reports	Mr. Len Kapp, Supervisor of Operations and Transportation, reported that recent legislation is requiring a discussion at the Board Meeting about water quality and lead testing. Legislation is not requiring lead testing; it is optional. All of our locations are on public water or are new construction post use of lead in plumbing per the public water supplier's comprehensive reports.
Statement of Financial Interest Forms	Mrs. Rennie Gibson, Board Secretary, reported that the 2018 Statement of Financial Interest forms were distributed. Board members should complete the form and return by April 30, 2019.
Departing Board Member	Dr. Layne Lebo departed the Board meeting at 9:20 a.m.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Boards review. Dr. Saia thanked the Board for their service. She highlighted the Champions for Children Giving Tree where staff generously provided gifts to children in need. Dr. Saia invited the Board Members to attend the Champions for Children Bingo fundraiser on April 5, 2019.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She attended and spoke at the CAIU All Staff day and agreed it was an awesome experience. Mrs. Rice and the Board recognized the recent passing of longtime Board Member, Wilbur Wolf, Jr., with a moment of silence.
Board Member Sharing of Information	There were no Board Members sharing of information.
Information Items	The SAC Meeting Minutes – January 9, 2019, were available for review.
Other Business/Public Comment on Items Not Specific to Agenda	There were no other business/public comments on items not specific to the agenda.

EXECUTIVE SESSION At 9:31 a.m., the Board entered into an Executive Session to discuss negotiation matters.

REGULAR BOARD MEETING At 9:54 a.m., the Board reentered into the Regular Meeting.

Next Board Meeting Date The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, February 28, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Dennis Helm moved, seconded by Dr. Fred Baldwin, “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 9:54 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary