

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**January 23, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, January 23, 2020, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:03 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, 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> Mrs. Judy Crocenzi, Mr. Dennis Helm, Mrs. Emily Hoffman, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. John Mallonee (via zoom), Mrs. Brenda Myers, Mrs. Jean Rice, Mrs. Patricia Schaffer, Mr. William Swanson, Mr. Ford Thompson, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (13)</p> <p><u>Members not in attendance were:</u> Mr. Brian Carter, Mrs. Barbara Geistwhite, Ms. Elizabeth Knouse, Mrs. Maria Memmi, and Mr. Eric Samples (5)</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> Dr. Thomas Calvecchio, Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, and Mr. Len Kapp</p>
Appointment of New Board Member	<p>Mr. Dennis Helm moved, seconded by Mrs. Judy Crocenzi, “to approve the appointment of new Board Member, Mrs. Paula Bussard, Carlisle Area School District, to fill an unexpired term of January 23, 2020 to June 30, 2020.”</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>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed Michelle Sholder to the meeting.
Approval of Minutes	<p>Mrs. Judy Crocenzi moved, seconded by Mr. Ford Thompson, “that the December 19, 2019 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	There were no Board Committee Reports.
Treasurer’s Report	Mr. William Swanson moved, seconded by Mr. Ford Thompson, “that the following fiscal items be approved:
Treasurer's Report – December 2019	December 2019 Treasurer’s Report – a total of \$11,257,138.44 in receipts and \$6,941,120.37 in expenditures
Payment of Bills – December 2019	December 2019 Payment of Bills
Summary of Operations – December 2019	Summary of Operations for December 2019 showing revenues of \$8,014,264.32 and \$7,523,633.82 in expenditures.”

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

Budget Administration

Mrs. Brenda Myers moved, seconded by Mrs. Judy Crocenzi, “that the following Budget Administration Items be approved:

Proposed 2020-21 General Operating Budget (1st Reading)

Proposed 2020-21 General Operating Budget (1st Reading)

Proposed 2019-20 Original Budget - United Way Initiative

Proposed 2019-20 Original Budget - United Way Initiative.”

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 Items

Mr. William Swanson moved, seconded by Mr. Dennis Helm, “that the following Other Business Items be approved:

Contracts - January 2020

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

Policies & Programs

Mr. William Swanson moved, seconded by Mrs. Judy Crocenzi, “that the following Policies & Programs be approved:

First Reading, Revised Policies

The following revised policies were available for First Reading:

- Policy #610 - Purchases Subject to Bid/Quotation
- Policy #611 - Purchases Budgeted
- Policy #626 Attachment – Procurement
- Policy #705 – Safety.”

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 Mr. J. Bruce Walter, “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Description - Administrative Services Secretary

Second Reading, Existing Position, Revised Description - Administrative Services Secretary

First Reading, Existing Position, Revised Description

First Reading of the following Existing Position, Revised Descriptions:

- Contract and Child Accounting Coordinator
- Data Systems Supervisor.”

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. William Swanson moved, seconded by Mr. J. Bruce Walter, “that the following personnel items be approved:

RESIGNATIONS

ERIN MILLER, Occupational Therapist, OT/PT Program, effective January 13, 2020. Reason: Personal.

RYAN RENAUD, Personal Care Assistant, Emotional Support Program, effective January 7, 2020. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

TRACI BRODY, Program Assistant, CAOLA Program, effective date to be determined. Base salary of Range 2, \$33,618 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a new position funded through the CAOLA budget.

STEPHANIE MILLER, Program Assistant, CAOLA Program, effective date to be determined. Base salary of Range 2, \$36,300 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a new position funded through the CAOLA budget.

KAITLIN SWISHER, Administrative Services Secretary, Administrative Team, effective January 6, 2020 with base salary of Range 4, \$31,500 for 260 days of service will be prorated for a total of 127 days through June 30, 2020. This is a replacement position funded through the General Operating budget.

CHANGE OF STATUS

MAITLAND KNEPPER, Certified Occupational Therapist Assistant, OT/PT Program, from part-time to full-time status, effective January 27, 2020.

HANNAH ROHRS, from Educational Paraprofessional to Floater Teacher, effective January 13, 2020. Change of status results in a change of salary to 80% of Bachelors, Step 5, \$50,241 for 190 days of service and will be prorated for a total of 96 days.”

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 Appreciation Month

In celebration of Board Appreciation month, CAIU Administration provided a special breakfast and a small gift as a token of appreciation.

Board Spotlight - General Operating Budget

The Board Spotlight was on the General Operating Budget. Daren Moran, Director of Business & Operations, provided a basic overview of the CAIU budgets and of the 2020-21 General Operating Budget. He highlighted the budget timeline, current issues and concerns, and budget assumptions for 20-21.

- o No increase to the indirect cost rate of 7.75%
- o No increase to the district contribution of \$902,460
- o Interest Income – increasing by \$40,000
- o Fund balance – using \$500,000 for Capital Improvements
- o Major high level changes - Expenses
 - Salaries (100) – no significant changes to staffing and increase is related to proposed raises
 - Benefits (200) – increase because of PSERS offset by reduction related to budgetary health care costs
 - Purchased services (300) - \$50,000 investment in Frontline technology system for absence management, recruiting and hiring and document management software.
 - Purchased property services (400) - \$600,000 budgeted for upgrades at the Enola facility.
 - Equipment (700) – increase of \$240,000 due to the upgrades of technology (switches, routers, servers, etc.) This is part of a 5 year technology plan.
 - Other (800) – Reduction of bank fees and elimination of the ACA transmittal fee.
 - Other Financing Uses (900) – No major changes

Announcement of CAIU Retirees

The Board recognized CAIU Retiree, **Beth Spitler**, Transportation Specialist, retirement after 34 years of service.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, passed around thank you notes to the Board Members from our MDS Elementary class. The CAIU is proud to have partnered with United Way of the Capital Region and the community to launch a school readiness pilot project to move the needle on education disparities in our region. Currently, 75 percent of local families are unaware, or cannot afford, these types of programs. The project employs early education liaisons. The focus of their work is through the lens of the school they work with to tailor approaches to help prepare children for kindergarten. The CAIU will provide oversight for liaisons who are working with districts on Kindergarten readiness. The CAIU will also monitor the progress in achieving all deliverables. We were just notified by the state that our request for additional preschool funds was granted at approximately 90%. The additional funding has allowed us to post 19 much needed preschool positions.
- Mr. Dave Martin, Director of Technology Services, reported that technology is in the early stages of looking for a new provider for our phone system which will result in a significant cost savings for us and our ten participating school districts.
- Mr. Daren Moran, Director of Business & Operations, reported that the monthly Business Managers meeting was held yesterday. The Auditor General was present to provide a very informative presentation. Mr. Moran worked closely with the human resources team on the carving out of our prescription drug care plan. The Trust reported that the carve-out was a success and was one of the best roll outs due to the good communication and minimal issues. He reported on the status of the Steelton-Highspire School District payments and continues to work closely with their staff.
- Dr. Tom Calvecchio, Assistant Executive Director, provided a human resources update: HSA funds were replenished on January 1 and W-2s were made available to staff. The teacher shortages continues to be a challenge for the IU and our school districts. We are collaborating with ten of our school districts to hold a job fair on March 12. Hard to staff positions such as PCAs and EPPs will be targeted. Dr. Calvecchio also provided a communications update and shared a video from our recent All Staff Day to demonstrate the great things our staff are doing.
- Mr. Brian Griffith, Director of Educational Services, reported that on January 7 a meeting was held for those school buildings that have been designated as Targeted Support and Improvement (TSI) – one or more students groups are performing below the CSI thresholds for academic proficiency and growth. We are providing supports to these schools who have been tasked to develop an improvement plan. Mr. Griffith reported on the High Impact Strategies Training that was recently held for student teachers. We trained 130 student teachers that are now out serving in the school districts. Currently, CAIU uses the 48 CARATS system for registration, approval, tracking and uploading to Department of Education. The system is very antiquated and we are in the early stages of looking for a replacement system.
- Dr. Andria Saia, Executive Director, highlighted that the *All In* Newsletter was available for the Board's review. She highlighted and expressed her gratitude to our Board Members for their service to the CAIU and our communities. The *Did you Know* section highlighted our Application Development team who work hard to plan, develop, and launch programs that enhance and support the CAIU. Dr. Saia provided an update on the property located on the corner of Valley and Miller Rd. The property is currently under a proposed development plan for possible townhouses, apartments, retail, bank, and/or hotel space. The old stone house on the corner, the Miller House, is in the way of their plans. The developers have worked with the Historical Society and with the CAIU to come to an agreement to move the house to a piece of land that we've donated on the corner of Miller and First Street. In exchange, we will be hooked up to their sewer system and will be

provided an additional exit with an emergency gate. The developers are planning to file the final approval to the township in March and are looking to close on the property in May or June. Dr. Saia also reported on her recent activities and updates.

Departing Board Member	At 9:05 a.m., Mrs. Ilceia Voughs departed the Board Meeting.
Statement of Financial Interests	Statement of Financial Interests Forms must be completed and submitted to the Board Secretary for the calendar year 2019 no later than May 1, 2020.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports. She also highlighted her activities and updates.
President's Report	Mrs. Jean Rice thanked the Board Members for their attendance and welcomed all of our new members. She also reported that she had the opportunity to attend the CAIU All Staff Day. West Perry School District recently was recognized for one of their Title I schools making better than 5% growth.
Board Member Sharing of Information	Dr. Layne Lebo invited all to attend a presentation on Vaping and Substance Misuse in our Community at the Mechanicsburg Brethren in Christ Church on March 12 from 9:00 am – 11:30am. There is no cost for this event.
Information Items	The January 8, 2020 SAC Meeting Minutes were available for the Board's 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.
Next Board Meeting Date	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, February 27, 2020, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	<p>Mrs. Brenda Myers moved, seconded by Mrs. Judy Crocenzi, "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 9:25 a.m., the meeting adjourned.</p>

Rennie Gibson,
Board Secretary