

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 24, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 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.
EXECUTIVE SESSION	At 8:00 a.m., the Board entered into an Executive Session to discuss legal matters.
REGULAR BOARD MEETING	At 8:05 a.m., the Board reentered into the Regular Meeting.
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, Mr. Mike Berk, Mr. Brian Carter, Mrs. Judy Crocenzi, Ms. Hara Frank (arrived after roll call), Mrs. Barbara Geistwhite, Mr. Christopher Lupp, Dr. John Mallonee (via zoom), Dr. Elisabeth McLean (arrived after roll call), Mrs. Jean Rice, Mr. Eric Samples, Mr. William Swanson, Mr. Ford Thompson, and Mr. J. Bruce Walter (14)</p> <p><u>Members not in attendance were</u> Mr. Dennis Helm, Dr. Layne Lebo, Mrs. Maria Memmi, Mrs. Brenda Myers, and Mrs. Ilecia Voughs (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> Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio</p>
Recognition of the Public: Items Specific to the Agenda	There were no public items specific to the agenda.
Approval of Minutes	<p>Mr. Mike Berk moved, seconded by Mr. Fred Baldwin, “that the September 26, 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. Eric Samples, “that the following fiscal items be approved:
Treasurer’s Report – September 2019	September 2019 Treasurer’s Report – a total of \$10,049,948.49 in receipts and \$12,536,056.22 in expenditures
Payment of Bills – September 2019	September 2019 Payment of Bills
Summary of Operations – June 2019	Summary of Operations for June 2019 showing revenues of \$98,609,671.08 and \$97,461,517.80 in expenditures

Summary of Operations – September 2019	Summary of Operations for September 2019 showing revenues of \$19,146,491.13 and \$14,238,456.75 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	Mr. Ford Thompson moved, seconded by Mr. J. Bruce Walter, that “the following budget administration items be approved:
Proposed 2019-20 Budget Revision	The following Proposed 2019-20 Budget Revisions: <ul style="list-style-type: none"> • Early Intervention ACCESS Program • Early Intervention IDEA Section 611 • Early Intervention IDEA Section 619 • Early Intervention
Proposed 2019-20 Original Budget - Statewide System of Support	Proposed 2019-20 Original Budget - Statewide System of Support.”
	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	
Contracts – October 2019	Mr. Mike Berk moved, seconded by Mr. Eric Samples, “that the Contracts - October 2019 be approved.”
	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. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “that the following Policies & Programs be approved:
Second Reading - Revised Policies	Second Reading-Revised Policies: <ul style="list-style-type: none"> • Revised Policy #335 – FMLA • Revised Policy #220 - Student Expression/Distribution & Posting of Materials
Second Reading, New Policy #702.1 - Crowdfunding	Second Reading, New Policy #702.1 – Crowdfunding.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	There were no Job Descriptions.
Personnel Items	Mr. Eric Samples moved, seconded by Mr. Mike Berk, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • JANELL BUSH, Educational Paraprofessional, Emotional Support Program, effective October 4, 2019. Reason: Personal. • JACKIE CHERRYBON, Program Secretary, Early Intervention Program, effective October 9, 2019. Reason: Personal. • ALYSSA DEGOSKY, Speech and Language Clinician, Early Intervention Program, effective October 4, 2019. Reason: Personal.

- **REBECCA HEGMAN**, Teacher, Capital Area Mental-health Program, effective December 20, 2019. Reason: Personal.
- **GLENN MAZZEI**, Technology Support Specialist I, Technology Team, effective October 25, 2019. Reason: Personal.
- **KAYLA MOHLER**, Personal Care Assistant, Emotional Support Program, effective October 18, 2019. Reason: Personal.
- **BETH SPITLER**, Transportation Specialist, Administrative Services – Business and Operations Team, effective January 10, 2020. Reason: Retirement after more than 33 years of continuous CAIU service.
- **ALLISON WEIRICH**, Educational Paraprofessional, Autism Support Program, effective September 27, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **ERIKA GROVE**, Temporary Professional, effective date to be determined. Assignment: Long Term Substitute Floater Teacher, Student Services Team with base salary of 80% of Masters, Step 3, \$51,587 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 replacement position funded through the Floaters budget.
- **RASHA JONES**, Paraeducator, effective date to be determined. Assignment: Job Coach, Transition 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 replacement position funded through the Transition budget.
- **EMMA ROBINSON**, Paraeducator, effective October 22, 2019. 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 134 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHANGE OF STATUS

- **REBECCA HEGMAN**, Teacher, change in resignation effective date from December 20, 2019 to November 8, 2019.

LEAVE OF ABSENCE

- **JANA HOGG**, Personal Care Assistant, leave of absence beginning September 17, 2019. Leave is requested in accordance with CAIU practice and procedure.”

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 Spotlight

The Board Spotlight was on Loysville Youth Development Center. Dr. Saia provided background information, history, and a brief overview of the program. Several Board Members attended a visit to Loysville immediately following the Board meeting.

Arriving Board Member

At approximately 8:11 a.m., Dr. Elisabeth McLean arrived at the Board Meeting. At approximately 8:20 a.m., Ms. Hara Frank arrived at the Board Meeting.

Announcement of CAIU Retiree

Congratulations to the following October 2019 CAIU Retirees:

- **Betsy Sherlock**, EPP, Early Intervention, retirement after 29 years of service
- **Jeffrey Bruce**, Lead Receiver/Warehouseman, retirement after 35 years of service

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, reported that the Loysville Title1D audit report came back with no issues. Alicia shared some sad news of the passing of Maria Lazzarevich, a speech clinician in our early intervention program. Staff are receiving support and counseling from our Employee Assistance Program. The Board expressed their sincere condolences.

- Mr. Dave Martin, Director of Technology Services, provided an update on Cyber Security. We are trying to raise awareness with our school districts. There have been approximately 180 attacks this year; 49 have been in education. We get attacks and attempts daily. Dave also provided an update on AgendaManager. We are trying to branch out our customer base and have been experiencing some growth. We will be changing up our marketing strategies and will focus on holding effective meetings.
- Mr. Daren Moran, Director of Business & Operations, reported that in addition to the Loysville audit, we have just wrapped up a local audit and are hoping for good report in December or January. In addition, we just underwent an Early Intervention program review audit. PDE & OCDEL are looking to change their funding and requested additional data. The exit conference was positive and we received a good report. The Business Managers group met yesterday and was very well attended. The group discussed several issues such as teacher, EPP, sub and bus driver shortages. School district payroll positions are hard to fill as the position requires additional reporting. In addition, the business managers met with the HR advisory group for a joint meeting. There was great attendance and rich discussions about salary survey data. Daren also reported that next month, Tana Thomas, who was recently hired for the front desk, has accepted a position in Early Intervention and he will be looking for another front desk receptionist.
- Dr. Tom Calvecchio, Assistant Executive Director, reported that the CAIU participated in the PAIU Day on the Hill. Irma Baughman, HR Manager, met with Representative Barb Gleim who is working on a bill to reduce guest teacher requirements and is in support of changing requirements so that retired educators are eligible to sub. On November 19, we will be holding an Open Enrollment Benefits Fair from 8am-5pm. The fair will include demonstrations of tele-medicine and tele-therapy. Several of our staff are participating in the Emerging Leadership Development Program here at the IU. Participants are required to manage projects to practice their leadership skills. Dr. Calvecchio has the opportunity to work with several on employee engagement and on a talent development program.
- Mr. Brian Griffith, Director of Educational Services, reported that Act 7 requires CPR training for high school students this year. PDE has scheduled training on 11/15 for IU staff. We have been providing resources to the school districts and PDE will be coming out with a tool kit. PDE released a toolkit of resources around civic requirements. Last week, the annual Curriculum Advisory Council held their fall conference in State College. The Keynote speaker was Kirsten Olson, author of the book *Mindful School Leader*.
- Dr. Andria Saia, Executive Director, reported that Board Member, Brenda Myers, recently had an accident. Please keep her in your thoughts. Dr. Saia's Executive Director's Report was available for the Boards review. She highlighted the "Did You Know" section – an article on the Aid to Non-public Services overview written by ANPS Supervisor, Lisa Klingler. Dr. Saia thanked Rennie Gibson for her article on *Finding Joy at Work* and all the work she does with the CAIU Wellness Committee. November will be the month of giving. The CAIU will be sharing in a "You've Been Thanked" activity where staff can share their appreciation for each other. We are very excited to see that the CAIU Compliments section is growing. Congratulations to Rachael Montiel on her new baby girl. Dr. Saia provided an update on her recent activities. She attended the PAIU Day on the Hill and attached the flyers and information that were shared with the Legislators. The next Legislative Breakfast has been scheduled for March 6, 2020 and will be a roundtable discussion around hot topics. On October 22, Dr. Saia testified before the Senate Education Committee on Charter Schools. She has been accepted into Secretary Rivera's Superintendent Academy which starts next week.

- 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 at this morning's meeting. Mrs. Rice attended the PSBA School Leadership Conference as the CAIU Voting Delegate on Friday afternoon and provided an update.
- Board Member Sharing of Information**
- Mrs. Barbara Geistwhite reported that Cumberland Valley SD applied and received a \$20,000 grant from Rite Aid for their 2020 Summer Children's program.
 - Mr. Mike Berk shared the importance of communication about school district start times to IUs. Regional conversations need to be coordinated.
- Information Items**
- Meeting Minutes The SAC Meeting Minutes from October 9, 2019 were available for the Boards 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, November 21, 2019, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment**
- Mr. Eric Samples 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 9:22 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary