

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**December 19, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, December 19, 2019, at the Capital Area Intermediate Unit at the Enola Office.

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| 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. |
| EXECUTIVE SESSION | At 8:04 a.m., the Board entered into an Executive Session to discuss personnel matters. |
| REGULAR BOARD MEETING | At 8:20 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> Mr. Brian Carter, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Emily Hoffman (appointed during regular meeting), Dr. Layne Lebo, Mr. Christopher Lupp, Dr. John Mallonee (via zoom), Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer (appointed during regular meeting), Mr. William Swanson, and Mr. J. Bruce Walter (12)</p> <p><u>Members not in attendance were</u> Mr. Dennis Helm, Ms. Elizabeth Knouse (appointed during regular meeting), Mrs. Maria Memmi, Mrs. Brenda Myers, Mr. Ford Thompson, and Mrs. Ilceia Voughs, (6)</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 Members | <p>Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “to approve the appointment of the following new Board Members:</p> <ul style="list-style-type: none"> • Mrs. Emily L. Hoffman, Halifax Area School District, to fill an unexpired term of December 19, 2019, to June 30, 2020. • Ms. Patricia Schaffer, Northern York County School District, to fill an unexpired term of December 19, 2019, to June 30, 2020. • Ms. Elizabeth A. Knouse, South Middleton School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.” <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 Mr. Mark Hennes, CAIU Special Projects Supervisor. |
| Approval of Minutes | <p>Mrs. Judy Crocenzi moved, seconded by Mr. William Swanson, “that the November 21, 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	Mrs. Judy Crocenzi moved, seconded by Mr. J. Bruce Walter, "that the following fiscal items be approved:
Treasurer's Report – November 2019	November 2019 Treasurer's Report – a total of \$6,182,297.60 and \$ 4,912,551.87 in expenditures
Payment of Bills – November 2019	November 2019 Payment of Bills
Summary of Operations – November 2019	Summary of Operations for November 2019 showing revenues of \$34,907,974.54 and \$28,914,837.92 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	There were no Budget Administration items.
Other Fiscal Matters	Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, "that the following Other Fiscal Matters be approved:
2018-19 Local Audit Report	2018-19 Local Audit Report."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Business Items	Mr. William Swanson moved, seconded by Mr. Eric Samples, "that the following Other Business Items be approved:
Contracts – December 2019	Contracts – December 2019
2020 Annual Convention/Election of Board Members	2020 Annual Convention/Election of CAIU Board Members will be accomplished by mail ballot."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies & Programs	Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, "that the following Policies & Programs be approved:
Second Reading, New Policy #209.1 – Food Allergy Management	Second Reading, New Policy #209.1 – Food Allergy Management
Second Reading - Revised Policies	Second Reading-Revised Policies: <ul style="list-style-type: none"> • Policy #333 - Professional Development • Policy #100 - Program of Services • Policy #913 - Non-School Organizations/Groups/Individuals."
	Motion passed with a roll call vote: Mr. Brian Carter, yes; Mrs. Judy Crocenzi, yes; Mrs. Barbara Geistwhite, yes; Mrs. Emily Hoffman, yes; Dr. Layne Lebo, yes; Mr. Christopher Lupp, yes; Dr. John Mallonee, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mrs. Patricia Schaffer, yes; Mr. William Swanson, yes; Mr. J. Bruce Walter, yes.

Job Descriptions

Mr. William Swanson moved, seconded by Mr. Eric Samples, “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Descriptions

Second Reading, Existing Position, Revised Descriptions:

- ACCESS Program Coordinator
- ACCESS Program Secretary

Second Reading, Existing Position, New Descriptions

Second Reading, Existing Position, New Descriptions:

- ANPS School Counselor
- Business Development Manager

Second Reading, New Position, New Description - Assistant Supervisor - Speech & Language

Second Reading, New Position, New Description - Assistant Supervisor - Speech & Language

Second Reading, New Position, Revised Description - Projects Supervisor

Second Reading, New Position, Revised Description - Projects Supervisor

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

First Reading, Existing Position, Revised Description - Administrative Services Secretary.”

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

KYNISHA CLOUD, Speech and Language Clinician, Early Intervention Program, effective February 3, 2020. Reason: Personal.
KELLI FLINN, Educational Paraprofessional, CATES Program, effective December 10, 2019. Reason: Personal.
OLIVIA KUHNS, Educational Paraprofessional, Early Intervention Program, effective January 17, 2020. Reason: Personal.
HEATHER SHAFFNER, Floater Teacher, Student Services Team, effective December 20, 2019. Reason: Personal.
WENDY SHAVER, Teacher, Student Services Team, effective January 10, 2020. Reason: Personal.
CARISSA THROCKMORTON, Speech and Language Clinician, Early Intervention Program, effective December 20, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

ANEATRA BRUNSON, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support 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 Autism Support budget.
KAREN ETTER, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 12, \$65,217 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 MAWA budget.

KELLIE FISHER, Temporary Professional, effective date to be determined.

Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$51,087 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 MAWA budget.

LANEY KELLER, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr. per week. This is a temporary intern position funded through the Cumberland-Perry Area Vocational Technical School and Communication budgets.

JADEN JACKSON, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr. per week. This is a temporary intern position funded through the Dauphin County Technical School and Communication budgets.

CHANGE OF STATUS

MICHELLE MARSHALL, Program Secretary, Student Services Team, from part-time to full-time status, effective January 2, 2020.

RACHEL GONZALEZ-MONTIEL, from Assistant Principal to Program Supervisor, effective January 2, 2020. Change of status results in a change of salary to Act 93 Grade 3, \$118,283 based on 260 days and will be prorated for a total of 129 days through June 30, 2020.

TANA THOMAS, from Duplicating Mail Clerk/Receptionist, Administrative Team to Program Secretary, Student Services Team, effective October 29, 2019. Change of status results in a change of salary to \$29,250 which is based on 260 days and will be prorated for a total of 176 days through June 30, 2020.

CHANGE OF SALARY

IRMA BAUGHMAN, Human Resources Manager, Administrative Team – Human Resources, effective December 19, 2019. Change of salary to \$98,280 for 260 days will be prorated for a total of 140 days through June 30, 2020. This change is due to an increase in the scope of work.

ISSUANCE OF TENURE

The following temporary professional employee has met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 19, 2019: **Jennifer Sturtevant.**

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 - Emerging Leader Development Program

The Board Spotlight was on the CAIU Emerging Leader Development Program. Mark Hennes, CAIU Special Projects Supervisor, presented an overview of the program. The program is an 18-month program intended for aspiring leaders within the organization to help grow their leadership skills. A cohort of 14 participants across all departments were selected. Application and participation was voluntary. This was a pilot group and the program will be offered again next year. In addition, the program is available for the school districts. If interested, contact Mark Hennes.

Announcement of CAIU Retirees

The Board recognized CAIU Retiree, Amy Silva, Mental Health Treatment Specialist, retirement after 12 years of service.

Recognition of Departing Board Members

The Board recognized the following departing Board Members: Dr. Fred Baldwin, Carlisle S.D.; Mr. Mike Berk, South Middleton S.D.; Ms. Hara Frank, Halifax Area S.D.; Dr. Elisabeth McLean, Northern York S.D.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, reported that this has been a wonderful month with classes gearing up for the holiday break and staff embracing the season of giving. Staff donations helped provide meals for families in need; 92 gifts were purchased, wrapped, and distributed to children as part of the Champions for Children Giving Tree; staff at Enola and Hill Top raised over \$500 for Hill Top Academy's Holiday Shop where the children could shop for their loved ones for the holiday.
- Mr. Len Kapp, Supervisor of Operations & Transportation, reported that we are moving forward with the purchase of video cameras and GPS to collect better data for transportation. We have installed and tested 50 units in vehicles and hope to install in all vehicles by next summer. We currently transport 926 students, using 116 vehicles, covering 2.85 million miles. There is a substantial cost for the GPS and cameras but it will save us in the long run by providing us with the necessary data to run more efficiently.
- Mr. Dave Martin, Director of Technology Services, reported that the new PhishMe software will be implemented in the New Year. We will be launching a campaign in January 2020. Mr. Martin also provided an update on Cyber security. We are currently working with the attorney on the insurance piece related to Ransomware and will be updating the plan.
- Mr. Daren Moran, Director of Business & Operations, reported that a meeting of the Board Transportation Committee will be scheduled in the near future to discuss the critical issue of the driver shortage. In January, Mr. Moran will be doing the annual General Operating Budget presentation to the Board. The Auditor General will be joining the January Business Managers meeting to present to the group. Mr. Moran provided an update on the prescription carve out process. Currently, the CAIU is going through the carve out process of removing the prescription piece out of our medical plan. The transition has gone smoothly. Daren reported on this year's Champions for Children Giving tree. There were 92 tags available, all were taken and filled.
- Dr. Tom Calvecchio, Assistant Executive Director, was proud to announce the hiring of two new interns that will be joining our communication team in January to assist with things such as social media, graphics, etc. Dr. Calvecchio is currently working on a video for All Staff Day which will be a true celebration of our staff. Last Monday, Dr. Calvecchio visited Loysville Youth Development Center to cook with the students. He enjoyed the opportunity to connect and mentor the students.
- Mr. Brian Griffith, Director of Educational Services, provided an update on Act 158, which allows students alternative pathways to graduation other than passing the three Keystone exams. The legislation allows for students to pass other nationally recognized assessments such as SAT, PSAT, ACT, ASVAB, etc. PDE shared some preliminary numbers/scores which Mr. Griffith shared with his curriculum group last week. In addition, at the December Curriculum meeting, two representatives from the US Census Bureau attended to speak about the importance of 2020 census and also provided educational materials related to the census and its related data. It was a very good presentation that provided valuable information showing how the census data impacts funding data for years to come. They encouraged participation in the census.
- Dr. Andria Saia, Executive Director, highlighted the importance of our transportation department and the new tracking system. Kudos to Len for coordinating this effort. The *All In* Newsletter was available for the Board's review. Dr. Saia highlighted the holiday spirit of our staff.

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 reported that next month, we will be revising the CAIU Board Committees due to all of the recent changes in Board Members. Mrs. Rice wished everyone a Merry Christmas and happy and healthy 2020.
- Board Member Sharing of Information**
- Mrs. Barbara Geistwhite reported on an anti-harassment and bullying program that involved the production of a play at the Carlisle Theater for their 9th graders. A student, Ashley Shade, wrote the play and reported that the production really got the attention of the other students. If your school districts are struggling with harassment and bullying and want more information about the program, please contact Mrs. Geistwhite.
 - Mr. Eric Samples, reported that he is making an effort to get out and see more of the CAIU to meet the staff and students and to see the work that we are doing. Mr. Samples encouraged the Board members to attend CAIU events when possible.
 - Mr. J. Bruce Walter reported on the merger and the next steps. The Boards voted unanimously on one option. The Department of Education may use them as a model for future mergers.
- Information Items** The December 12, 2019 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, January 23, 2020, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment**
- Mr. Eric Samples moved, seconded by Dr. Layne Lebo, "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 9:25 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary