

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**July 25, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 25, 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 8:01 a.m., the Board entered into an Executive Session to discuss personnel matters.
REGULAR BOARD MEETING	At 8:08 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. Mike Berk (voted in during Regular Meeting), Mr. Brian Carter (voted in during Regular Meeting), Mrs. Judy Crocenzi, Ms. Hara Frank (voted in during Regular Meeting), Mrs. Barbara Geistwhite, Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. J. Bruce Walter (11)</p> <p><u>Members not in attendance were</u> Dr. Fred Baldwin, Mr. Dennis Helm, Dr. Layne Lebo, Dr. John Mallonee, Mrs. Maria Memmi, Mr. William Swanson, and Mrs. Ilecia Voughs (8)</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. Dave Martin, Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Len Kapp, Dr. Thomas Calvecchio, and Dr. Andrew McCrea</p>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed Dr. Andrew McCrea, CAIU Program Supervisor, to the meeting.
Re-organization	
Election of New Board Members	<p>Mr. Ford Thompson moved, seconded by Mr. Eric Samples, “that the following new Board Members be elected for a new three year term from July 1, 2019 - June 30, 2022:</p> <ul style="list-style-type: none"> • Mr. Dennis Helm, East Pennsboro School District • Mr. Brian Carter, Harrisburg School District • Ms. Ilecia Voughs, Susquehanna Township School District • Ms. Judith Crocenzi, West Shore School District • Mr. Mike Berk, South Middleton School District • Ms. Hara Frank, Halifax School District.” <p>Roll Call Vote: Mrs. Judy Crocenzi, yes; Mrs. Barbara Geistwhite, yes; Mr. Christopher Lupp, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; and Mr. J. Bruce Walter, yes. Motion passed with nine (9) members voting yes and (0) members voting no.</p>

Election of Members to fill an unexpired term

Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, that the following members be elected to fill an unexpired term:

- Dr. John Mallonee, Newport School District, beginning July 1, 2019 and ending June 30, 2021
- Mr. William Swanson, Big Spring School District, beginning July 1, 2019 and ending June 30, 2020.”

Roll Call Vote: Mr. Mike Berk, yes; Mrs. Judy Crocenzi, yes; Ms. Hara Frank, yes; Mrs. Barbara Geistwhite, yes; Mr. Christopher Lupp, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Ford Thompson, yes; and Mr. J. Bruce Walter, yes. **Motion passed with eleven (11) members voting yes and (0) members voting no.**

Nominating Committee Report

Mrs. Jean Rice (past President) called for the Nominating Committee Chair to give their report and present their slate of officers for nomination of Board Officers for 2019-20.

2019-20 Nominations for Slate of CAIU Officers

Dr. Elisabeth McLean, Nominating Committee Chair, presented the following slate of officers for election to serve a one year term of July 1, 2019 – June 30, 2020:

- President - Mrs. Jean Rice
- Vice-President – Mrs. Judy Crocenzi
- Treasurer - Mr. Daren Moran
- Secretary - Mrs. Rennie Gibson

Dr. McLean asks if there were any further nominations from the floor.

Closing of Nominations and Election of Officers

Hearing no further nominations from the floor, Dr. Elisabeth McLean asks for a motion to close the nominations and to elect the slate of officers as proposed.

Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, “that the nominations be closed and the following slate of officers be elected to serve a one year term of July 1, 2019 – June 30, 2020:

- President - Mrs. Jean Rice
- Vice-President – Mrs. Judy Crocenzi
- Treasurer - Mr. Daren Moran
- Secretary - Mrs. Rennie Gibson.”

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

Newspaper of General Circulation

Mr. J. Bruce Walter moved, seconded by Mr. Mike Berk, “that the Patriot News be the newspaper of general circulation.”

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

Appointment of Committee Chairs/Members

Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the 2019-20 Board Committees be approved as proposed.”

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

Approval of Minutes

Mrs. Brenda Myers moved, seconded by Mrs. Judy Crocenzi, “that the June 27, 2019 minutes be approved.”

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

Board Committee Report	No Other Board Committee Reports.
Treasurer's Report	Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, "that the following fiscal items be approved:
Treasurer's Report – June 2019	June 2019 Treasurer's Report – a total of \$10,544,327.83 in receipts and \$11,664,084.93 in expenditures
Payment of Bills – June 2019	June 2019 Payment of Bills
Summary of Operations – June 2019	Summary of Operations for June 2019 showing revenues of \$93,347,380.74 and \$84,995,243.73 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. Eric Samples, "that the following Budget Administration items be approved:
Proposed 2019-20 Original Budget - PA Assessment and Accountability Workshop	Proposed 2019-20 Original Budget - PA Assessment and Accountability Workshop."
	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	No Other Fiscal Matters.
Other Business Item	Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, "that the following Other Business Items be approved:
Contracts – July 2019	Contracts - July 2019."
	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. Judy Crocenzi moved, seconded by Mr. J. Bruce Walters, "that the following Policies & Programs be approved:
Second Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments	Second Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments
Second Reading, Revised Policies	The following Revised Policies were approved for Second Reading: <ul style="list-style-type: none"> • #247 – Hazing • #249 - Bullying/Cyberbullying."
	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. Ford Thompson, "that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Description - Duplicating/Mail Room Clerk/Receptionist

Second Reading, Existing Position, Revised Description - Duplicating/Mail Room Clerk/Receptionist.”

First Reading, Existing Position, Revised Description - Assistant Director, Student Services

First Reading, Existing Position, Revised Description - Assistant Director, Student 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. Mike Berk moved, seconded by Mr. Eric Samples, “that the following personnel items be approved:

RESIGNATIONS

MELISSA BROWN, Educational Paraprofessional, Autism Support Program, effective June 15, 2019. Reason: Personal.

TRACEY SNYDER, Job Coach, Transition Services, effective August 9, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

HEATHER AUXT-SNELSON, Paraeducator, effective for the 2019-2020 school year. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 10, \$42,824 for 190 days of service with additional new hire days as required. This is a new position funded through Capital Area Mental-health budget.

DEIRDRE CIBAK, Paraeducator, effective July 29, 2019 Assignment: Part-time Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 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 MAWA budget.

DANIELLE CURZI, Professional, effective for the 2019-2020 school year. Assignment: Instructional Technology Coach, Pupil Services Program with base salary of Masters+60, Step 15, \$77,639 for 190 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.

NORMAN DIXON, Professional, effective August 27, 2019. Assignment: Teacher, Blind/Visually Impaired Program with base salary of Bachelors, Step 8, \$54,574 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Vision budget.

MICHAELLA FICKES, Professional, effective for the 2019-2020 school year. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 15, \$72,096 for 190 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health budget.

LEE ANN GRISOLANO, Temporary Professional, effective for the 2019-2020 school year. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+60, Step 15, \$77,639 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

KRISTY MARTIN, Temporary Professional, effective for the 2019-2020 school year. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 15, \$72,096 for 190 days of service with additional new hire days as required. This is a replacement position funded through the School-Age Speech budget.

TESSA MORAN, Temporary Professional, effective July 1, 2019. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 2, \$48,060 for 190 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

SUZANNE NAPOLI, Temporary Professional, effective August 22, 2019. Assignment: Teacher, Autism Support Program with base salary of Masters, Step 9, \$59,308 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

JONATHAN RALLO, Paraeducator, effective August 22, 2019. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 2, \$31,761 for 190 days of service with additional new hire days as required. This is a replacement position funded through Capital Area Mental-health budget.

REGINA SELLMAN, Professional, effective August 26, 2019. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 6, \$54,582 for 190 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health budget.

KARLA SHERMAN, Professional, effective July 1, 2019. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 15, \$69,077 for 190 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

STEPHANIE SIMON, Temporary Professional, effective for the 2019-2020 school year. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 2, \$48,060 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

REBECCA SLAVINSKY, Professional, effective for the 2019-2020 school year. Assignment: Social Worker, ANPS Program with base salary of Masters+15, Step 9, \$60,587 for 190 days of service with additional new hire days as required. This is a new position funded through the ANPS budget.

MAXINE WENRICH, Paraeducator, effective July 11, 2019. Assignment: Mental Health Worker, ELECT Program with base salary of MHW Bachelors, Step 3, \$32,549 for 190 days of service with additional new hire days as required. This is a new position funded through ELECT budget.

CHANGE OF STATUS

SARAH BETACK, Speech and Language Clinician, change in the end date of leave of absence from May 23, 2019 to November 4, 2019.

ERIN ELLISON, from Long Term Substitute Teacher to Temporary Professional, Deaf/Hard of Hearing Program, effective for the 2019-2020 school year. This is a new position funded through the Deaf/Hard of Hearing budget.

ANDREW MCCREA, from Program Supervisor to Assistant Director of Student Services, effective July 26, 2019. Change of status results in a change of salary to Act 93 Grade 2, \$123,072 based on 260 days and will be prorated for a total of 240 days through June 30, 2020.

JOANNE RUHL, Speech and Language Clinician, from part-time to full-time status, effective July 1, 2019.

KAREN WRONSKI, Speech and Language Clinician, from full-time to part-time status, effective August 26, 2019.

CHANGE OF SALARY

SARAH KNOUSE, from Educational Paraprofessional to Job Coach, effective August 19, 2019. Change in position results in a payment of a \$2,950 stipend as per the Memorandum of Understanding (MOU).

LEAVE OF ABSENCE

KELLIE HEGARTY-MURPHY, Occupational Therapist, child-rearing leave of absence July 1, 2019 – July 31, 2019. Leave is requested in accordance with CAIU practice and procedure.

MARISA MAGARO, Physical Therapist, child-rearing leave of absence August 26, 2019 – January 2, 2020. 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

Arriving Board member	At 8:20 a.m., Mr. Brian Carter, arrived at the Board meeting.
Board Spotlight - CAIU Strategic Goal Setting	The Board Spotlight was on the CAIU Strategic Goals. Dr. Andria Saia shared a presentation which highlighted the development of a draft strategic plan that supports the CAIU in aligning their work around the mission, vision, and core values. Cabinet members completed a SWOT analysis to identify priorities. Dr. Saia shared a proposed new mission statement, vision, values and guiding principles. A quarterly goal report will be distributed that will reflect the status of the CAIU's three-year goals. A final plan will be presented to the Board in September 2019.
Announcement of CAIU Retiree	Congratulations to the July 2019 CAIU Retiree: <i>Mary Daubenspeck</i> , Teacher – Vision Program, who is retiring after 26 years of service.
CAIU Team Reports	<ul style="list-style-type: none"> • Ms. Alicia McDonald, Director of Student Services reported on the implementation of a new Registered Behavior Technicians (RBT) certification program to support and grow the skills of our Autism and Emotional Support staff. It requires more than 40 hours in training. Cohorts have begun this summer and staff are reporting positive feedback. • Mr. Len Kapp, Supervisor of Operations & Transportation, reported that they are busy doing classroom moves and additions. Transportation report: this is the first year that the CAIU has had the opportunity to serve every single district in our footprint in some capacity. There was an increase of 15+ percent in transportation services. Mr. Kapp provided a school safety and security report: We received positive feedback from PEMA on a recent TMI drill. In addition, we are reviewing the summary/feedback from the Risk Vulnerability Assessment from MG Tactical. A summary will be provided to Board in August or September. • Mr. Dave Martin, Director of Technology Services, reported that the announcement for the 2nd Annual Keystone Education Summit (KEdSS) conference just went out. The conference will be held on October 8, 2019. This event is intended to provide valuable information on cybersecurity policies, procedures, and practices to all district administration, including superintendents, business managers, communications and security management, and technology directors. We recently purchased an automatic response system to monitor and alert us of cyber-attacks and possible threats. Mr. Martin reported that there are six trial accounts right now for AgendaManager. A rebid of the Wide Area Network (WAN) is out. Information will be sent out to school districts in late fall. • Mr. Daren Moran, Director of Business & Operations, reported that the Annual Champions for Children Golf Tournament was a success. He gave a shout out to the many volunteers and to Dan Conway for taking the lead on this fundraiser. It is the largest fundraiser for Champions for Children. In addition, Mr. Moran reported on the public surplus report. We were able to generate some additional funds. Daren received a sneak peak of the facility analysis report from Crabtree and Rohrbaugh. Our main focus is to ensure efficient use of this building and safety and security. • Dr. Tom Calvecchio, Assistant Executive Director, reported on a new initiative, CAIU Compliments, which is a means to celebrate the good work of CAIU staff. Amy Beaver, Marketing and Communication Specialist, is working with Penn Live and the Sentinel on their Back to School Issue. Marketing/Branding report: Next year our focus will be to align our marketing and branding to the strategic plan and new mission and vision. Human Resources report: Dr. Calvecchio provided an update on our vacancies. We currently have eleven professional vacant positions, two support vacant positions, and eleven paraprofessional vacancies. We are in the process of streamlining some of our processes. On August 5 we will roll out a new frontline education software to streamline the process for new employees.

This will also include a time and attendance program where timesheets can be completed/submitted electronically rather than paper.

- Mr. Brian Griffith, Director of Educational Services reported that we are wrapping up our summer school programs today. About 300 students participated and we received great feedback. We would like to partner with school districts next year. Legislation updates – Act 158: changes to high school graduation requirements. New legislation provides four different options to demonstrate that the graduation requirements are met. See attached links in Agendamanager. Act 35: Beginning in 2021, all schools must administer a locally developed assessment of United States history, government and civics at least one time, to students during grades seven through twelve. This assessment must include the nature, purpose, principles and structure of United States constitutional democracy, the principles, operations and documents of United States government, and the rights and responsibilities of citizenship. Act 7 related to CPR training: All high school students will be required to learn CPR. Act 18 – trauma informed education: 1-hour training is now required for school district staff and school board members (both new and returning). In addition, Mr. Griffith reported on the telepresence robots. There are now funds built into State budget for the robots. We will be applying for grant funds to have more robots available for our school district's use.
- Mrs. Rennie Gibson, Board secretary, reported that there is a new Board member orientation and board photographs immediately following the meeting.
- Dr. Andria Saia, Executive Director, reported on the new format of her Executive Director's Report, a newsletter called CAIU: ALL IN! She highlighted the CAIU Compliments section, CAIU opportunities for growth, and an upcoming Wellness Fair. Sections to celebrate students will be added to upcoming issues, as well as district highlights.

Public Auction Report	A public auction report was available for the Board's review.
Departing Board Member	At 9:35 a.m., Mr. Chris Lupp left the meeting.
Executive Director's Report	Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review.
President's Report	Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.
Board Member Sharing of Information	Mrs. Barbara Geistwhite, Cumberland Valley SD, is very excited to report that a new Superintendent has been hired and will be on board just before school starts. Mr. Mike Berk, South Middleton SD, suggested that CAIU consider holding an annual Open House to help educate perspective new board members. A fall evening would be a good time.
Departing Board Member	At 9:40 am, Mr. Ford Thompson, departed the meeting.
Information Items	There were no Information Items.
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, August 22, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Brenda Myers moved, seconded by Dr. Elisabeth McLean, “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 9:44 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary