

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**July 23, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 23, 2020, virtually.

- REGULAR BOARD MEETING** At 8:04 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**
Members in attendance were: Mrs. Paula Bussard, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mr. William Swanson, Mrs. Ilecia Voughs (arrived after roll call), (12)
Members not in attendance were: Mr. Terry Cameron, Mr. Brian Carter, Ms. Elizabeth Knouse, Dr. Layne Lebo, Dr. John Mallonee, Mr. Ford Thompson and Mr. J. Bruce Walter (7)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer
Staff/Public in attendance were: Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio, Mr. Len Kapp
- Welcome New Board Member The Board welcomed new Board Member, Mr. Terry Cameron, from Greenwood School District.
- Arriving Board Member At 8:06 a.m., Mrs. Ilecia Voughs joined the meeting.
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** There was no public comment.
- Approval of Minutes** **Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite** “that the June 25, 2020 Board Meeting 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** There were no Board Committee Reports.
- Treasurer’s Report** **Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples,** “that the following fiscal items be approved:

Treasurer's Report – June 2020 June 2020 Treasurer’s Report – a total of \$2,467,078.54 in receipts and \$14,319,074.80 in expenditures.

Payment of Bills – June 2020	June 2020 Payment of Bills.
Summary of Operations – June 2020	Summary of Operations for June 2020 showing revenues of \$99,138,657.54 and \$90,912,902.27 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. Dennis Helm moved, seconded by Mrs. Judy Crocenzi, “that the following Budget Administration Items be approved:
Proposed 19-20 Original Budget - Safe Schools Grants	Proposed 19-20 Original Budget - CARES Act - Other CARES Act Funding
Proposed 20-21 Budget Revisions	The following Proposed 2020-21 Budget Revisions: EI Access Budget EI IDEA 611 Comp 1 EI IDEA 619 EI State Budget.”
	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 – July 2020	Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the Contracts – July 2020 be approved.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Appointment of PSBA Voting Delegate for Assembly	Mrs. Paula Bussard moved, seconded by Mr. Eric Samples, that Mrs. Jean Rice be appointment as the PSBA Voting Delegate for Assembly.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
CAIU Health and Safety Plan	Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi, “that the CAIU Health and Safety Plan be approved.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous
Declaration of Emergency Resolution	Mrs. Paula Bussard moved, seconded by Mr. Eric Samples, “that the Declaration of Emergency Resolution and Instructional Timeline 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	There were no Policies & Programs.

Job Descriptions

Mr. Dennis Helm moved, seconded by Mr. Christopher Lupp, “that the following Job Descriptions be approved:

Second Reading,
Existing Position,
Revised Descriptions

Second Reading, Existing Position, Revised Descriptions:

- Cafeteria Worker
- Contract Child Accounting Specialist
- Department Coordinator Student Services
- Department Coordinator Ed Services
- Executive Assistant
- Head Cook
- Program Assistant CAOLA
- Program Assistant Ed Services

Second Reading,
New Position,
Revised Description -
Curriculum Materials
Assistant

Second Reading, New Position, Revised Description - Curriculum Materials Assistant

August 27, 2020 2nd
Reading, Job
Descriptions

Second Reading of the following Job Descriptions will be taken to the August 27, 2020 for approval:

- Existing Position, Revised Descriptions: Department Coordinator Technology
- New Position, New Description - Application Developer
- New Position, New Description - Application Support Specialist
- Existing Position, New Description - Technology Support Specialist
- Existing Position, New Description - Network Administrator.”

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 Mr. Dennis Helm, “that the following Personnel Items be approved:

RESIGNATIONS

- JESSICA MCCOOL, Speech and Language Clinician, School-Age Speech Program, effective June 30, 2020. Reason: Personal.
- THERESA SHROYER, Social Worker, CATES Program, effective June 5, 2020. Reason: Personal.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

- ALAINA DORANS, Temporary Professional, effective August 18, 2020. Assignment: Teacher, Deaf/Hard of Hearing Program with base salary of Bachelors, Step 1, \$48,487 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.
- VANIA JAROCH, Program Secretary, Student Services Team, effective date to be determined. Base salary of Range C, \$37,000 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a replacement position funded through the Access budget.
- CONNOR YOURKAVITCH, Temporary Professional, effective August 18, 2020. Assignment: Teacher, Vision Program with base salary of Bachelors, Step 1, \$48,487 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Vision budget.

CHANGE OF
STATUS

- KELLY FORTNEY, from Statewide Comprehensive Planning Program Supervisor, Technology Team to Educational Consultant, Educational Services Team, effective August 18, 2020. Change of status results in a change of salary to Masters, Step 9, \$60,235 for 190 days of service. This is a replacement position funded through the Training and Consultation 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

Board Spotlight -
Enola Facility
Renovation/Remodel

The Board Spotlight was on the CAIU Enola Building Facility Renovation/Remodel. Mr. Daren Moran reported that we continue to move forward with our planned remodel/renovations and are in the process of gathering fiscal numbers and proposals. Kelsey Leed from Crabtree Rohrbaugh shared a presentation overviewing the proposed rejuvenation project including a projected timeline and status of the current project planning. The feasibility study reflected that our conference spaces are in greatest need of an upgrade and have become the focus of the redesign project. Ms. Leeds previewed the plans for all of the conference space renovations and lobby areas. Safety considerations were taken into account in the redesign of the reception/lobby area.

Departing Board
Member

Mr. Dennis Helm departed the meeting at 9:30 a.m.

Announcement of
CAIU Retirees

There were no July 2020 CAIU retirees.

CAIU Team Reports

- **Mr. Daren Moran, Director of Business and Operations**, reported that the facility project has been a great collaborative project. In addition, the business office is getting ready for the year-end audit in August.
- **Ms. Alicia McDonald, Director of Student Services**, provided more details about the process of the Health and Safety plan for Student Services. Staff are working on the Student Services sections of the Health & Safety Plan, addressing the various environments that the CAIU staff provide services to preschool and school aged children (community preschools & daycares, CAIU preschool classrooms, Hill Top Academy, our district based preschool and school-age classes, in district itinerant services as well as services in homes and hospital settings, and the Youth Development Center). This will need to be a fluid, flexible process. In addition, staff are working on various models of instruction for the fall - online, in person, and hybrid models to try to meet the needs of our families. Large zoom meetings have been scheduled with staff for a high level overview of the plans. We are working on developing communications for professional development for our staff and families and will use blackboard connect, print, and media to get the message out.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, thanked the pandemic response team for all of their efforts throughout the pandemic and specifically on the Health and Safety plan. He highlighted the extraordinary response by all of the individuals and their display of dedication and continuous tireless efforts in trying to meet the needs of our staff and students while balancing safety and education.
- **Mr. Dave Martin, Director of Technology Services**, reported that, as part of computer lifecycle plan, we were fortunate to receive 150 computers to meet the technology needs of our staff and students. They are currently being imaged and will be rolled out over the next several weeks. Technology has been working closely with Student Services and Educational Services to ensure all of the technology needs are in place to support our educational plans. In addition, we are working with our school districts to assist with their needs. The districts have shared concerns regarding adequate internet bandwidth and cyber security. Mr. Martin reported that AgendaManager is doing very well and we recently contracted with another service agency from Washington State; several more agencies are interested and are currently piloting.
- **Mr. Brian Griffith, Director of Educational Services**, reported that, his team is working collaboratively with Students Services on the educational plans. Nonpublic and ESL staff have been working diligently in planning. The CAOLA program has been hit hard this summer as many school districts are using CAOLA in a variety of ways for the upcoming school year.

Most are planning a hybrid model that is fluid enough to switch to fulltime cyber if needed. Eleven additional school districts have joined. Currently, his team is running virtual open houses. There has been an increase in social media posts that are reaching a lot of parents/community members. There are trainings held multiple times a week to train school district teachers in online teaching – they are very well attended. CAOLA works with many different vendors who specialize in different content specific to all grade levels.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that the pandemic response team is working hard to try to prepare the best we can for student and staff return. Thank you for your approval of the Health and Safety plan today, which will allow us to move forward in our communication and planning with our teams. Each team will be working hard and communicating with and engaging their staff members for their input. Human Resources is working hard to be flexible while remaining safe. Last week we held a virtual Leadership Retreat where the proposed Communications Guide was shared. The guide has been finalized and will be attached to next month's Board meeting for review. In addition, we are working on a Supervisor Hiring Manual. It is currently in draft form until the first week in August as we seek staff feedback before publishing the final document. Title IX requirements have been updated with a new implementation date of August 14 for reporting. We will have more details next month.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The pandemic response team is engaged in incredibly difficult work and has really stepped up to be an amazing support to our districts and staff. We are working hard to provide options and support to all of the districts. Dr. Saia is very appreciative of the team and their efforts.

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.

President's Report

Mrs. Jean Rice thanked the Board and gave kudos to everyone for their continued efforts and attendance.

Board Member Sharing of Information

- Mrs. Judy Crocenzi, West Shore SD, shared her excitement about the upcoming senior graduations to be held at both high schools.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, reported that their senior graduation will be held on August 1.
- Mrs. Patricia Schaffer, Northern York SD, shared that their graduation will be held on July 31.
- Mrs. Tricia Steiner, Derry Township SD, shared her appreciation for the messaging in the All In Newsletter and asked that we do not lose sight of the discussions on race and implicit bias. We need a platform to have these discussions in order to meet the equity needs of our students. The suggested PSBA policies should be used as a foundation. Dr. Saia reported that equity and racism are the main focus each month for our Leadership Learning Series topics followed by monthly All In articles. We are implementing an action oriented plan this year.

Information Items

There were no information items.

Other Business/Public Comment on Items

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 27, 2020, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Barbara Geistwhite moved, seconded by Mrs. Paula Bussard, “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 10:14 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary