



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 22, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

<https://app.agendamanager.com/caiu/meeting/view/41762/>

Reports/Updates

- **The Board Spotlight** was on the Cyber Security presented by: Jim Brill, Technology Infrastructure Supervisor; Ron Sims, Network Systems Engineer; Ryan Klinepeter, Network Systems Engineer; Rob Stumpf, Network Systems Engineer. October is Cyber Security Awareness month. Covid 19 has had a significant impact on cybersecurity. Schools are facing difficult challenges because remote working/learning increases the security risks. In 2020, over 202 public cyber incidents were reported. Education is the leading enterprise in attacks. Cyber Security refers to the technologies designed to protect/defend against attacks on networks, computers, and data. The top three attacks are: spear phishing, ransomware, and denial of service attacks. Through the WAN, we offer a consortium model to help cut costs for all of our districts to ensure all of the necessary bandwidth is provided and to help mitigate threats. Several different solutions and tools are currently in place to help protect the CAIU and our member districts. It is important to educate the end users on cyber security and about possible threats/attacks.
- **Mr. Daren Moran, Director of Business and Operations**, provided several updates. The year-end audit is nearly complete and the annual audit presentation may be ready for the November Board meeting. Daren has been working closely with legal counsel, including our solicitor, on the transfer of the 1-acre corner lot to East Pennsboro Township. The deed will be signed and handed over to the township today. Subdivision plans were delivered for signatures. The plan is to move the house on November 16, 2020.
- **Ms. Alicia McDonald, Director of Student Services**, provided a Covid related status of our programs and services. We continue to operate several classes at the Enola Office building as we wait to hear for direction from the school districts. Our Preschool team serves approximately 2700 students and are currently operating in a hybrid model. Beginning in November, students will start back on a regular basis to get the vital facetime needed for development. Loysville is currently operating in a hybrid model and has experienced some outbreaks in the cottage. Our floater subs have been invaluable in providing additional coverage when needed. The vast majority of our staff are operating in a virtual/hybrid model some while providing face to face instruction. It has been very different and challenging for our staff and we are working hard to provide the needed support and check-ins for our staff.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided several updates. We continue to man the Covid Rapid Response phone line to field calls from our school districts and report their concerns to the Department of Health to expedite a response with guidance. Due to the high volume of after-hour calls, they are no longer able to answer our phone calls. We are now forwarding call information by email to the Department during after-hours, which they are monitoring. Statewide positive cases are on the increase and we have breached 5% statewide of total cases.
- **Mr. Dave Martin, Director of Technology Services**, reported on the annual AgendaManager Users Conference held yesterday. Approximately 90 people attended from three states and received very positive feedback. A system upgrade will be rolled out soon. Mark Walz will be presenting hot topics on November 6, 2020 to our school districts. In addition, we are looking into E-signature solutions and consortium.
- **Mr. Brian Griffith, Director of Educational Services**, reported that he is working hard to support our frontline ANPS and ESL staff that are out in districts. Stress levels are high as each

day is a juggling act with cases popping up in multiple schools that we serve. Please refer to the Executive Director/All In report for links to important new resources. We are getting ready to kick off the Equity and Anti-Bias conference on November 4, with approximately 300 participants across the state registered.

- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update on new guidance just issued from CDC. They have changed the definition of a close contact from being within six feet for 15 consecutive minutes to being within six feet **for a total of 15 cumulative minutes within a 24-hour period**. We will be discussing the possible impact as this potentially could have major implications at the classroom level. Some of our plans/documents may need to be updated. CAIU Open Enrollment begins on November 2 and runs until the end of the month. We will be celebrating American Education Week, November 16-20. There is a different theme for each day in celebration of all the great things our staff are doing.
- **Mrs. Rennie Gibson, Board Secretary**, reported that the voting receipt for the PSBA Officer Elections is attached and was submitted on 9.25.20. The CAIU Swag Store is open until November 1, 2020. The link to the online store is in the agenda. On October 15, we hosted the first of a three-part series with a focus on Equity, Diversity and Social Justice led by Dr. Armenta Hinton, Vice President of Inclusion and Diversity at HACC. These sessions are intended specifically for CAIU and SD support staff but were open to all staff. The session was well attended with 49 participants. The session was very engaging and informative and we received great feedback from participants.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The newsletter includes an equity article on Microaggressions written by some members of our Leadership Team. She reported that it has been wonderful having some of our students in the building. In addition, the 20-21 Strategic Priorities were attached to the agenda for your review.

Approved Action Items

- September 27, 2020 Board Meeting Minutes
- September 2020 Treasurer's Report – a total of \$13,017,869.50 in receipts and \$11,267,435.41 in expenditures
- Summary of Operations for September 2020 showing revenues of \$26,858,492.01 and \$15,658,207.57 in expenditures
- Summary of Operations for June 2020 showing revenues of \$103,825,627.00 and \$102,286,321.95 in expenditures
- Budget Administration
 - Proposed 2020-21 Original Budget - Path to Graduation
- Other Business Items
 - Contracts – October 2020
 - Appointment of new Board Member, Mr. Richard J. Bradley, Mechanicsburg SD, to fill an unexpired term beginning October 22, 2020 to June 30, 2021
 - MOU between CAEA and CAIU regarding Supplemental Online Course Facilitators
- Policies & Programs
 - Second Reading, New Policy #146.1 - Trauma Informed Approach
 - Second Reading, New Policy #832 - Educational Equity
 - First Reading, Revised Policy #705 - Facilities & Workplace Safety
 - First Reading, Revised Policy #707 - Use of IU Facilities
 - First Reading, Revised Policy #904 - Public Attendance
 - First Reading, Revised Policy #907 - IU Visitors
 - First Reading, New Policy #709 - Building Security
- Job Descriptions
 - First Reading, New Position, New Description - Facility Operations and Safety Coordinator
 - First Reading, New Position, New Description - Learning Management Solutions Analyst
- Personnel Items - See attached report

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked all for their attendance.

NEXT MEETING: Thursday, October 22, 2020, 8:00 a.m., Board Room, CAIU Enola Office

2020-21 Board Meeting Dates

Time of Meetings: 8:00 a.m.

~~July 23, 2020~~

~~August 27, 2020~~

~~September 24, 2020~~

~~October 22, 2020~~

November 19, 2020

December 17, 2020

January 28, 2021

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021 *Reorganization Meeting*

October 22, 2020 Approved Personnel Items:

RESIGNATIONS:

- **SARAH ALTMAN-KOPKO**, Speech and Language Clinician, Early Intervention Program, effective December 4, 2020. Reason: Personal.
- **TRACI BRODY**, Program Assistant, CAOLA Program, effective October 16, 2020. Reason: Personal.
- **BETHANY FORD**, Personal Care Assistant, Capital Area Mental-health Program, effective October 23, 2020. Reason: Employee accepted a position closer to her home.
- **DANIELLE KATEN**, Speech and Language Clinician, School-Age Speech Program, effective November 27, 2020. Reason: Personal.
- **LAURIE KEATING-DUTTRY**, Educational Paraprofessional, Early Intervention Program, effective November 20, 2020. Reason: Retirement after more than 22 years of continuous CAIU service.
- **KERI MCKEEVER**, Educational Paraprofessional, Hospital Program, effective September 28, 2020. Reason: Personal.
- **JAMIE PORTZLINE**, Program Secretary, Early Intervention Program, effective October 16, 2020. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **SARA CRUSHA**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 1, \$51,514 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 School-Age Speech budget.

- **JESSICA DAY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$23,484 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 Autism budget.
- **REBECCA DIXON**, Application Support Generalist, Technology Team, effective date to be determined. Base salary of \$30,990.60 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 CAOLA and CP budgets.
- **NATHAN EVANS**, Student Intern, Technology Team, effective September 9, 2020 – June 30, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Network Services budget.
- **LAURA GAGLIANO**, Temporary Professional, effective date to be determined. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 10, \$62,073 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 ANPS budget.
- **MICAH HAIRE**, Student Intern, Technology Team, effective September 22, 2020 – June 30, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Network Services budget.
- **JENNIFER HALBLIEB**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS, \$23,484 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 MAWA budget.
- **CARLY JARVIS**, Paraeducator, effective date to be determined. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$31,923 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 OT/PT budget.
- **COURTNEY PUNCHUR**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$25,441 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.
- **KYLEE YETTER**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 8, \$58,528 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 School-Age Speech budget.

CHANGES OF STATUS:

- **KARL MOHLER**, from Maintenance/Facilities Technician to Facilities Operations and Safety Coordinator, Administrative Team - Operations, effective August 27, 2020. Change of status results in a change of salary to \$43,443.86 for 260 days of service and will be prorated for a total of 220 days through June 30, 2021.

LEAVES OF ABSENCE:

- **STEPHANIE SIMON**, Teacher, Autism Support Program, unpaid administrative leave of absence, effective October 13, 2020 due to inactive teaching certificate. Employee will be on leave until she produces an active certification.