
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 19, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

Executive Session

- The Board held an Executive Session to discuss a Personnel Matter

Reports/Updates

- **2019-20 Audit Presentation** – John Bonawitz and Jeff Walker from Brown Schultz Sheridan & Fritz presented the 2019-20 Annual Audit report. They presented an overview of the financial highlights and reported a clean opinion with no findings. Thanks to Daren Moran and the entire CAIU Business Team.
- **The Board Spotlight** was on Online Learning/CAOLA. Holly Brzycki, Supervisor of Online Learning, provided an overview of what the online program. Currently there are nine full-time CAOLA staff and 2.75 tech staff providing support. There are over 34,445 students being served, which is a significant growth since 19/20. 24 of the 26 districts are part of CAOLA, including CASA, DCTS, Loysville YDC, Daikon and Hill Top. CAOLA provides many quality course options and offers a lot of variety and unique courses. School Districts and LEAs can use their own teachers to incorporate virtual learning into a traditional classroom. CAOLA has increased their marketing and offers an Open House each month. Holly thanked the school districts and Board Members for their support and partnership. It has been a very challenging year with tremendous growth as we shifted to remote learning at the beginning of the school year. Huge shout out to the entire CAOLA team.
Mr. Daren Moran, Director of Business and Operations, reported that the Human Resources and Technology team have been doing tremendous work during this pandemic and gave a shout out to the entire HR and Tech team for all their hard work. The Transportation team has been working tirelessly to juggle all the transportation schedule changes and complications as a result of the multiple Covid related school district building closings and our impacted CAIU classrooms. They have implemented the use of multiple white boards to keep track of everything. The CAIU is currently in a strong financial position. Daren recognized and thanked our school districts for continuing to pay their invoices in a timely manner. The construction project planned for the Enola Building conference space has been put on hold. Due to the pandemic and related school closures, many of our classrooms needed to be moved into our conference spaces at the Enola building. Mr. Moran reiterated the clean audit opinion and thanked the business office staff for their hard work.
- **Ms. Alicia McDonald, Director of Student Services**, reported that we continue to move forward with our strategic plan around academic and instructional equity. This year is a planning year. A cross functional committee has been created, along with a Hill Top committee to address issues and carry out the work. The committees will work to develop a plan for an academic equity audit to ensure we are being inclusive of all our students. In addition, our team is addressing more concrete descriptions of our emotional support continuum of services that include social emotional learning and integrating that with other initiatives. Student services staff are working hard to keep up with the calendar modifications due to many school district closings. We are currently working on going to a 4-1 hybrid schedule for many of our CAIU classes after Thanksgiving to help prepare and transition to a possible virtual model. This will affect 37 of our school age classes. We have shifted Act 80 time from half days to a full day for planning time for our staff and have sent communication out to our staff and families.

- **Mr. Dave Martin, Director of Technology Services**, reported on the recent AgendaManager conference. The conference was a huge success with approximately 90 virtual participants from across five states. The conference was focused on how to hold effective meetings and on upcoming new upgrades. This meeting management solution was developed in-house. The new upgrades will be released the end of January 2021. We will be holding trainings on a regular basis. Mr. Martin also provided an update on our Wide Area Network (WAN). The WAN has been rebid and we will be doing upgrades to ensure the increased needs of the districts are met. Letters of commitment are due in December. Proposals are due back by 12/18/20 in order to meet Erate deadlines and requirements. The Technology Team is busy preparing to provide all of the necessary support for our school district and the IU in case of Covid related closures.
- **Mr. Brian Griffith, Director of Educational Services**, reported that we just wrapped up the third and final day of the Equity and Anti-Bias conference. The conference was a huge success, with approximately 300 participants from all over the country. We've received a lot of positive feedback. We will be hosting two more conferences: Promoting Social Justice in School Discipline and Equity Policies – March 10, 17, and 24, 2021 Website – bit.ly/EquitySpringSeries and Promoting Social and Emotional Wellness for Educators – May 2021. Reported on the Senate bill 1216 - postponing graduation requirements to 2022-23 and parents can opt out of state assessments. Federal waiver for state testing.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that the CAIU is currently holding open enrollment. A huge shout out to the entire Human Resources team for all of their hard work in managing staff calls and concerns related to Covid, open enrollment, and the everyday tasks. Dr. Calvecchio reported that the FFCRA that allows staff 10 days of free pay related to Covid will be ending 12/31/20. We recently held a Popup Parking Lot party at Loysville YDC to raise staff spirits. Staff were very appreciative and had a great time. Shout out to the Student Services team and Amy Hazel for their work and effort to coordinate an advocacy campaign focused on EI funding. An Advocacy website called [Take Action](#) was created for our staff, families, and community, to help in the call to action. The website includes a toolkit, do's and don'ts, and a link to our local legislators. Here is a link to an [abc27 news story](#) about EI funding. In addition, there was a press release issued this morning. This week we celebrate American Ed week and shared a Teacher for a Day video starring some of our Hill Top students.
- **Mrs. Rennie Gibson, Board Secretary**, reminded the Board that we will hold a New Board Member Orientation immediately following today's meeting. In addition, reminder that the December Board meeting will be held on the third Thursday, December 17, due to the holiday.
- **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 Bias and Hiring practices written by members of our Leadership Team. Dr. Saia shared a take-away from the Superintendent's Academy – as one superintendent stated "We are moving as fast as we can but as slow as we must." Will try to reinforce with the Cabinet team as we are all feeling the pressures of the pandemic. Shout out to all of the CAIU Family for their work. Dr. Saia reported on the CAIU Equity and Social Justice planning committee and invited any board members that is interested in doing this work to join the committee. She reported that we just wrapped up a book study on *How to Be an Antiracist*. Several board members participated. We will start a new book in January 2021. Shout out to Mark Hennes for leading that study.
- **Mr. Bob Frankhouser, Solicitor**, suggested to Board Members that, as we approach Thanksgiving, it is important to take time to express appreciation for the administration at the IU and your school districts as many are experiencing high levels of mental health fatigue related to Covid.

Approved Action Items

- October 22, 2020 Board Meeting Minutes
- October 2020 Treasurer's Report – a total of \$10,692,888.17 in receipts and \$8,230,940.20 in expenditures
- Summary of Operations for October 2020 showing revenues of \$34,403,275.70 and \$25,380,063.68 in expenditures
- Budget Administration
 - Proposed 2020-21 Original Budget - PCCD Covid-19 Nonpublic Health & Safety Grant
 - Proposed 2020-21 Original Budget - Statewide System of Support

- Other Business Items
 - Contracts – November 2020
- Policies & Programs
 - Second Reading, Revised Policy #705 - Facilities & Workplace Safety
 - Second Reading, Revised Policy #707 - Use of IU Facilities
 - Second Reading, Revised Policy #904 - Public Attendance
 - Second Reading, Revised Policy #907 - IU Visitors
 - Second Reading, New Policy #709 - Building Security
 - First Reading, Revised Policy - #113.1 - Discipline of Students with Disabilities
 - First Reading, Revised Policy - #113.2 - Behavior Support
 - First Reading, Revised Policy - #203 - Immunizations & Communicable Disease
 - First Reading, Revised Policy - #204 – Attendance
 - First Reading, Revised Policy - #209 - Health Services & Medical Records
 - First Reading, Revised Policy - #220 - Student Expression Distribution & Posting Materials
 - First Reading, New Policy #113.4 - Confidentiality of Special Education Student Information
 - Approval of Calendar Modifications - Act 80 Days
- Job Descriptions
 - Second Reading, New Position, New Description - Facility Operations and Safety Coordinator
 - Second 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 the Board for their attendance. Mrs. Rice gave a big shout out to all administrators and teachers and shared her gratitude. She reported that she was unable to attend the PSBA Conference due to technical issues. Mrs. Rice, wished everyone a blessed Thanksgiving.

NEXT MEETING: Thursday, December 17, 8:00 a.m., Board Room, CAIU Enola Office

November 19, 2020 Approved Personnel Items:

RESIGNATIONS:

- **MACKENZIE BRADY**, Personal Care Assistant, CATES Program, effective November 3, 2020. Reason: Personal.
- **TAMMY CALDWELL**, Educational Paraprofessional, Early Intervention Program, effective August 21, 2020. Reason: Personal.
- **JULIA KELLO**, Educational Paraprofessional, Early Intervention Program, effective October 9, 2020. Reason: Personal.
- **SCOTTY LOVELESS**, PowerSchool Support Specialist, Technology Team, effective November 18, 2020. Reason: Personal.
- **KRISTEN SKAUGEN**, Floater Teacher, Student Services Team, effective November 27, 2020. Reason: Personal.
- **ANGELA REED**, Educational Paraprofessional, CATES Program, effective December 4, 2020. Reason: Personal.
- **CONNIE SWIFT**, Job Coach, Loysville Youth Development Center, effective November 25, 2020. Reason: Personal.
- **BARBARA ZEIGLER**, Service Coordinator, Early Intervention Program, effective January 29, 2021. Reason: Retirement after 12 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **JENNY BATES**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support 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 Emotional Support budget.
- **NICOLE NOKOVICH**, Program Assistant, CAOLA Program, effective date to be determined. Base salary of \$40,378 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 budget.
- **PATRICIA SADLOCK**, Paraeducator, effective December 1, 2020. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$25,441 for 190 days of service will be prorated for a total of 112 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **SUSAN SANTINI**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$33,416 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 MAWA budget.
- **DANIELLE SHUNK**, Paraeducator, effective date to be determined. Assignment: Part-time Floater Educational Paraprofessional, Autism Support 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 Autism budget.
- **JENNIFER SUMSKI**, Temporary Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 2, \$48,987 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Floaters budget.

CHANGES OF STATUS:

- **JESSICA DAY**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective October 26, 2020.
- **STEPHANIE SIMON**, Teacher, from inactive to active status due to return to work from unpaid administrative leave, effective October 22, 2020.

OTHER BUSINESS:

- Authorize the issuance of statement of charges regarding a paraprofessional employee.