



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **August 27, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

<https://app.agendamanager.com/caiu/meeting/view/41089/>

Reports/Updates

- The Board Spotlight was on the CAIU Communications Guide. Amy Hazel, Marketing & Communications Specialist, provided an overview of the CAIU Communications Guide. A subcommittee was developed from the Leadership Team to assist in the development of the guide. The purpose of this guide is to provide our staff with the guidelines and tools to effectively, efficiently, and consistently communicate with our internal and external audiences. The guide aligns closely with the CAIU's Strategic Plan. In addition, the Committee developed templates to assist staff in their communications.
- **Mr. Daren Moran, Director of Business and Operations**, provided an update on the facility upgrades. Everything is ready to go with the project, budget numbers/costs are secured, and plans have been solidified. The project will be put on hold as we do not have the ability to move forward at this time due to the need for us to host several classes in our meeting spaces at the Enola building. Currently, all of our resources must be focused on our students and staff. When we are ready to move forward, we will need to rebid for updated numbers. Mr. Moran also reported that the local auditors are onsite this week.
- **Ms. Alicia McDonald, Director of Student Services**, provided an update of the 2020-21 Student Services calendar changes. Staff is very hard at work preparing classrooms for providing safe instruction. We have extra equipment/PPE on hand, plexi-glass, sneeze guards, and have prepared over 450 To Go bags for staff that includes items such as masks, face shields, gloves, wipes, etc. We are still waiting on some technology to arrive.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided an update on transportation operations - trying to manage and remain flexible to all of the possible changes with hybrid schedules and possible school closures.
- **Mr. Dave Martin, Director of Technology Services**, reported that the technology team is working on delivering devices to schools and has been assisting school districts in prepping the computers. It is a very large undertaking. Districts have expressed concerns about the potential need for significant increases of Internet bandwidth. We have proactively ordered 50% more bandwidth to help support the needs of the districts. The technology team is monitoring internet usage very closely so that we can respond quickly if needed. We are also working with Comcast for an additional 10G in case it is needed. Currently, our focus is on providing the districts the assistance they need to succeed, given the high demands on technology. In addition, we are planning ahead for the 2021-2022 school year when students will be one to one full-time, resulting in more devices in the classrooms. We are putting out an RFP through eRate to rebid our Regional Wide Area Network in the fall to increase more bandwidth for July 1, 2021. In addition, we are currently discussing schools plans/options for web conferencing in case zoom, teams, google systems go down. Cyberattacks have increased significantly.
- **Mr. Brian Griffith, Director of Educational Services**, reported that the CAOLA program has seen significant increases. Over 20 new school districts in the state have joined. In comparison to last year, weekly enrollment is up significantly. Last year at this time there were 1900 enrollments, this year we have 4300. In our region, last year's enrollment for fulltime students was 300, this year we have 1200. Elementary students has shown the largest increase. Last year 49 students were enrolled compared to 1700 this year. We have shifted some staff to assist CAOLA with this increase. **Please refer to CAOLA's website at <https://caola.caiu.org/> for information.** Aaron Clarke, CAOLA Account Manager, is on ABC 27 news this morning. Brian

reported that our ESL and ANPS staff are currently out supporting school districts and are following a flex model/schedule.

- **Rennie Gibson, Board Secretary**, reported that it is election time for PSBA leadership. The slate of candidates and FAQ is attached to the agenda for review. Voting will take place at the September Board meeting.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported on the recent changes to IX requirements and highlighted the changed to Board Policies 103 and 104. The changes are considerable and provide greater clarity and a very detailed plan that outlines the complaint process. The changes provide increased control for complainants, multiple ways to submit a complaint, and ensures a due and fair process. You will see an increase in other policy changes. A core team was developed to handle Title IX. This team went through extensive training and established a process. A training modular is being created to alert all staff of changes in the process and policies and will be released at All Staff Day. A website link to updates and reporting forms has been created. In addition, we created an update to share with our contractors.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. CAIU service projects are already underway this year. We continue our focus on equity. Our Leadership team is also engaging in this work and will be submitting monthly articles for the newsletter. Dr. Saia also highlighted the WITF summer projects that provide offline resources to students with limited or no internet access. CAIU is the central hub for projects across the state.

Approved Action Items

- July 23, 2020 Board Meeting Minutes
- July 2020 Treasurer's Report – a total of \$4,235,540.48 in receipts and \$9,677,541.14 in expenditures
- Summary of Operations for July 2020 showing revenues of \$3,558,849.61 and \$3,764,035.76 in expenditures
- Summary of Operations for June 2020 showing revenues of \$102,749,862.37 and \$100,791,732.62 in expenditures
- Budget Administration
 - Proposed 2020-21 Original Budgets:
 - Title I, Part D – Neglected and Delinquent Subpart 2 Program
 - Title I, Part A - English Language Acquisition
- Other Business Items
 - Contracts – August 2020
 - Special Engagement Letter
 - Transportation Contract - Second Amendment
 - Revised CAIU Health and Safety Plan
- Policies & Programs
 - First Reading, Revised Policies:
 - #103 - Nondiscrimination in Educational Programs/Services
 - Policy #104 - Nondiscrimination/Discriminatory Harassment-Employment Practices
 - #247 – Hazing
 - #317.1 - Educator Misconduct
 - First Reading, New Policy:
 - #824 - Maintaining Professional Adult/Student Boundaries
 - Revised 2020-21 Student Services Master Calendar
- Job Descriptions
 - First Reading, Existing Position, New Descriptions:
 - Department Coordinator Technology
 - Application Architect
 - Application Support Administrator
 - Application Support Generalist
 - Application Support Specialist
 - Comprehensive Planning Support Specialist
 - District Technology Coordinator

- Network Infrastructure Architect
- Network Systems Engineer
- Online Learning Support Specialist
- PowerSchool Administrator
- PowerSchool Specialist
- Senior Software Engineer
- Software Engineer
- Software Project Manager
- Systems Administrator
- Technology Support Generalist
- Technology Support Specialist
- Telecommunications & Erate Administrator

- Personnel Items - See attached report

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked all for their efforts in the start of the school year. Thank you to the Board Members for their continued efforts and attendance.

NEXT MEETING: Thursday, September 24, 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*

August 26, 2020 Approved Personnel Items:

A. RESIGNATIONS:

- **CYNTHIA BALESTIER**, Educational Paraprofessional, Emotional Support Program, effective August 17, 2020. Reason: Personal.
- **MATTHEW BRIGHTBILL**, Application Support Specialist, Technology Team, effective August 21, 2020. Reason: Personal.
- **NATASHA DECKER**, Educational Paraprofessional, CATES Program, effective August 28, 2020. Reason: Personal.
- **ARIEL FRANCHAK**, Remedial Specialist, ANPS Program, effective August 3, 2020. Reason: Personal.
- **KRISTEN GROSS**, Online Learning Support Administrator, CAOLA Program, effective August 17, 2020. Reason: Personal.
- **RASHA JONES**, Job Coach, Transition Program, effective July 30, 2020. Reason: Personal.
- **SARAH KNOUSE**, Job Coach, Transition Program, effective August 7, 2020. Reason: Personal.
- **JENNA LANDIS**, Teacher, Capital Area Mental-health Program, effective August 3, 2020. Reason: Personal.
- **KAYLA PUERZER**, Educational Paraprofessional, Emotional Support Program, effective August 28, 2020. Reason: Personal.
- **PATRICIA SADLOCK** Educational Paraprofessional, Early Intervention Program, effective September 1, 2020. Reason: Personal.
- **JESSE WALKER**, Educational Paraprofessional, Autism Support Program, effective August 21, 2020. Reason: Personal.

A.1 APPROVAL OF RESIGNATION AND SEPARATION AGREEMENT

- **JOSEPH GALLUCCI**, Business Development Manager, Technology Team, effective July 31, 2020. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **BARBARA BRECKENRIDGE**, Temporary Professional, effective date August 24, 2020. Assignment: Teacher, Early Intervention Program with base salary of Masters+45, Step 10, \$66,207 for 190 days of service will be prorated for a total of 173 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- **MICHELE DEMPSEY**, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$73,023 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.
- **ELIZABETH HARDING**, Professional, effective date to be determined. Assignment: Long Term Substitute Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$73,023 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.
- **SHANNON HOGAN**, Intern, Student Services Team, effective August 24, 2020 – June 4, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **DANIELLE KATEN**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 15, \$73,023 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.

- **KARISSA MCILRATH**, Intern, Student Services Team, effective date to be determined. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **ERIN NIEDZWIECKI**, Paraeducator, effective August 24, 2020. 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 for a total of 173 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **ABBY REHKAMP**, Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Masters+15, Step 13, \$69,655 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 Support budget.
- **REBECCA SWARTZ**, Professional, effective date to be determined. Assignment: Social Worker, Capital Area Mental-health 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 replacement position funded through the Capital Area Mental-health budget.
- **SEAN TANEY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, CATES 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 CATES budget.
- **ELIZABETH WATKINS**, Temporary Professional, effective date August 24, 2020. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 2, \$48,987 for 190 days of service will be prorated for a total of 173 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

C. CHANGES OF STATUS:

- **BARBARA FREY**, from Educational Paraprofessional to Floater Teacher, effective for the 2020/2021 school year. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,987 for 190 days of service.
- **DONNA WELDON**, Service Coordinator, Early Intervention Program, from full-time to part-time status, effective September 1, 2020.

D: CHANGES OF SALARY:

- **STEPHANIE BEARD**, Teacher, change of salary for completion of Masters + 45 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 45, Step 10, \$66,207 for 190 days of service.
- **ALANNA MCMULLAN**, Educational Consultant, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.