

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**September 24, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 24, 2020, virtually.

- 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, 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, Mrs. Emily Hoffman, Dr. Layne Lebo, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, William Swanson, Mr. Ford Thompson, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (14)
Members not in attendance were: Mr. Terry Cameron, Mr. Brian Carter, Mr. Dennis Helm, Ms. Elizabeth Knouse, and Dr. John Mallonee (5)
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, Mr. Dave Martin, Dr. Thomas Calvecchio, Mr. Len Kapp, Ms. Irene Reedy, Dr. Andrew McCrea, Ms. Michelle Sholder, Mr. Karl Mohler
- 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. Ford Thompson moved, seconded by Mr. Eric Samples,** “that the August 27, 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** **Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi,** “that the following fiscal items be approved:
- Treasurer’s Report – August 2020 August 2020 Treasurer’s Report – a total of \$11,713,335.14 in receipts and \$5,106,204.77 in expenditures
- Payment of Bills – August 2020 August 2020 Payment of Bills

Summary of Operations – August 2020

Summary of Operations for August 2020 showing revenues of \$11,180,826.52 and \$7,715,798.42 in expenditures

Summary of Operations – June 2020

Summary of Operations for June 2020 showing revenues of \$103,881,462.00 and \$103,881,462.00 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

Dr. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite, “that the following Budget Administration Item be approved:

Proposed 2020-21 Original Budget - United Way Initiative

Proposed 2020-21 Original Budget - United Way Initiative.”

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

Mr. Eric Samples moved, seconded by Mr. Ford Thompson, “that the following Other Business Items be approved:

Contracts – September 2020

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

2020 PSBA Election of Officers

Mrs. Barbara Geistwhite moved, seconded by Dr. Layne Lebo, “that the following 2020 PSBA slate of officers be nominated:

President Elect – One Year Team

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- David Hein, Parkland School District (Lehigh Valley County)

Treasurer

Treasurer

- Michael Gossert, Cumberland Valley School District (Cumberland County)

Western at Large

Western at Large

- Marsha Pleta, Washington School District (Washington County)

Sectional Advisors

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- Section 2 - Aimee Kemick, Ridgway School District (Venango County)
- Section 4 - Brian Petula, Lackawanna Trail School District (Lackawanna County)
- Section 6 - Andrea Christoff, Mount Union Area School District (Huntingdon County).”

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

Mrs. Paula Bussard moved, seconded by Mr. Eric Samples, “that the following slate of 2020 PSBA officers be nominated:

PSBA Insurance Trust

- PSBA Insurance Trust:
- Michael Faccinetto, Bethlehem Area School District
 - Marianne Neel, PSBA Past President.”

PSBA School Board Secretaries Forum Steering Committee

- PSBA School Board Secretaries Forum Steering Committee:
- Stephen Skrocki, North Penn School District
 - Tracy Long, Keystone Central School District.”

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

Vice President – One Year Team

The Board discussed the candidates. Mrs. Paula Bussard commented that Sabrina Backer, Franklin Area School District (Venango County), would be a good choice as she feels it is important to have a voice for the small districts and would add diversity. Mrs. Barbara Geistwhite agreed.
Mrs. Tricia Steiner commented that Daniel O’Keefe, Northgate School District (Allegheny County) is more comprehensive and has a broader vision and experience with PSBA.

Mrs. Paula Bussard moved, seconded by Mr. Eric Samples, “that Sabrina Backer, Franklin Area School District (Venango County), be nominated for a one-year term as PSBA Vice President.”

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

Board Member Resignation

Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi, “to accept the resignation of Dr. Layne Lebo, Mechanicsburg Area SD, from the CAIU Board of Directors effective September 24, 2020.”

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

Policies & Programs

Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “that the following Policies and Programs be approved:

Second Reading, Revised Policies

- The following Second Reading, Revised Policies:
- #103 - Nondiscrimination in Educational Programs/Services
 - #104 - Nondiscrimination/Discriminatory Harassment-Employment Practices
 - #247 – Hazing
 - #317.1 - Educator Misconduct

Second Reading, New Policy

Second Reading, New Policy - #824 - Maintaining Professional Adult/Student

First Reading, New Policies

- First Reading, New Policies
- #146.1 - Trauma Informed Approach
 - #832 - Educational Equity.”

Board Comments

- *We created a Title IX cross team that will handle issues and trainings. We will create a module/course designed to teach all staff. In addition, we've created communication channels for two-way communications.*
- *Educational Equity - Increased knowledge and awareness. Cross team meetings planned to discuss equity audit. Inclusive of all employees*
- *The Board is encouraged to please review closely prior to the second reading.*

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

Job Descriptions

Mrs. Barbara Geistwhite, seconded by Mrs. Paula Bussard, “that the following Job Descriptions be approved:

Second Reading, Existing Position, New Description

Second 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.”

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 Mrs. Tricia Steiner, “that the following Personnel Items be approved:

RESIGNATIONS

- **ERICA COOK**, Floater Teacher, Student Services Team, effective August 19, 2020. Reason: Personal.
- **SARAH DIEHL**, Educational Paraprofessional, Early Intervention Program, effective September 11, 2020. Reason: Personal.
- **MATTHEW GERKIN**, Floater Paraprofessional, Student Services Team, effective September 3, 2020. Reason: Personal.
- **JANA HOGG**, Educational Paraprofessional, Hospital Program, effective September 11, 2020. Reason: Personal.
- **PETER INTOCCIA**, Teacher, Multiple Disabilities Support Program, effective August 30, 2020. Reason: Personal.
- **JUSTIN MILLER**, Educational Paraprofessional, Autism Support Program, effective September 18, 2020. Reason: Personal.
- **KYLIE SHAFFER**, Certified Occupational Therapist Assistant, OT/PT Program, effective September 15, 2020. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LAUREN GIBSON**, 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.
- **BROOKE RATHFON**, 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 replacement position funded through the School-Age Speech budget.
- **KYLIE SHAFFER**, Paraeducator, effective date September 9, 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 175 days with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **JENNIFER WHITCOMB**, Online Learning Support Specialist, CAOLA Program, effective date to be determined. Base salary of \$50,200 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a new position funded through the CAOLA budget.

CHANGE OF STATUS

- **JUDITH HOFFMAN**, change from Floater Teacher to Teacher, Multiple Disabilities Support Program, effective September 8, 2020 – December 31, 2020. This change in status results in a change of salary to 100% of the Masters+15, Step 14 salary of \$71,953.”

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

Departing Board Member

At approximately 8:39 a.m., Mr. Ford Thompson departed the Board meeting.

Reports & Updates

Board Spotlight – Preschool Rapid Response

The Board Spotlight was on the Preschool Rapid Response presented by Irene Reedy, Project Supervisor. This team was created to meet an increasing need of children at risk of suspension or expulsion due to behavioral issues. By use of a prevention model and evidence-based practices, the hope is to create successful outcomes for children and help families remain in the workforce. Children need to stay in childcare in order to be successful citizens. There is a clear racial bias as to who gets to stay in childcare. The goal is to retain children in their childcare settings to promote school readiness and positive social and emotional readiness, providing them with the skills needed for Kindergarten and beyond. For more information, click [HERE](#).

Announcement of CAIU Retirees

There were no September 2020 CAIU retirees.

Departing Board Member

At approximately 8:57a.m., Mrs. Ilacia Voughs departed the Board meeting.

CAIU Team Reports

- **Mr. Daren Moran, Director of Business and Operations**, reported that the auditors will be here next week in preparation of the year-end audit. The annual audit presentation will be in November or December. Mr. Moran gave a shout out to the CAIU transportation team, Dori Dorritie, Crystal Jenkins, and Len Kapp for all of their hard work in managing over three million miles of student transportation. They are a very small team handling an extremely complicated job with constant schedule changes.

- **Mr. Andrew McCrea, Assistant Director of Student Services**, provided an update on the opening of school. Staff have put in a lot of work to get students ready to be back in school after being off for six months. We opened several weeks ago on a full-time face to face basis. We have worked closely with our member school districts and opening went really well. Teachers have worked very hard on setting up new structures and routines and have had to address some emotional turmoil/trauma. In addition, they have been working on a virtual/distance learning model for those students that need to stay at home. The Steelton classroom moved to virtual due to recent closure. To Go bags are provided to students if they need to stay home for a while. Staff are also working on updating processes/plan due to new requirements that have come down from the state. Everyone is doing a great job working on all these things while remaining optimistic. Staff continue to grow and innovate and are going over and beyond.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided a transportation update. Thank you to our transportation contractors who have been very flexible and are working hard to meet the constant changes. Mr. Kapp also provided a safety update. Intermediate Units across the state were asked to manage a Rapid Response Hotline phone, essentially a call screening entity between their member districts and the Department of Health. The intermediate units will field Covid related phone calls from school districts and report the concerns to the Department of Health to expedite a response.
- **Mr. Dave Martin, Director of Technology Services**, reported that it has been a busy start to the school year. This month alone, the Helpdesk has received over 1300 tickets, a very large increase. We have ordered 10G of internet to prepare for virtual learning and are ordering more due to accommodate the significant spike seen among districts. We are applying for additional 10G of internet bandwidth through a second round of Erate that is being offered for a significant reduction in cost. In addition, we offer hotspots to districts as an option to meet their need. We are working with Comcast in the event that we should need more bandwidth to support virtual learning. It is estimated that 85,000 students will be one to one by July 2021. A concern is that we have enough fail over should we be down; we have taken several measures to ensure reliability. An AgendaManager Users Conference has been scheduled for October 22, 2020. The conference will be a half day virtual event. Over 90 people have registered from all over the state.
- **Mr. Brian Griffith, Director of Educational Services**, reported that CAOLA has been challenging with unbelievable growth and has been pushed to the limit. We continue to experience a huge influx of student enrollments. In addition, we have many new teachers who are new to online teaching who need a lot of training and support.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that Human Resources just sent out an updated staff handbook and policies. A Title IX course and full training module will be released in October. Dr. Calvecchio reviewed this year's strategic objectives for the communication team. The focus will be on creating a marketing plan/strategy. Templates and resources will be provided for our staff to use for marketing their projects and services. In addition, the CAIU website will be revamped. The Cabinet team is planning popup parking lot celebrations to show love and support of our people and organization.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. Next month, equity and social justice articles will be written by our Leadership team. Hill Top Academy did a great job in preparing students for return to school. CAOLA is reporting enormous increase of almost 30,000 enrollments which is putting strain on the CAOLA and technology team. Staff are doing amazing work to keep up with the tickets. We are hosting a fall conference titled "Recognizing Privilege, Role, and Biases: Curriculum and Instructional Choices through Equity and Anti-Racist Lenses." There are three excellent Keynote speakers including *Professor Ibram X. Kendi*. **Registration and more information:** <https://bit.ly/EqAbSeries>

- 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. She reported that there will be advocating for Early Intervention Funding and will send letter/packet out to our legislators.
- President's Report** Mrs. Jean Rice thanked the Board for their attendance.
- Board Member Sharing of Information** Mrs. Tricia Steiner reported on upcoming PSBA events:
- PSBA Equity Summit – October
 - Virtual Advocacy Day
 - Delegate Assembly - November
- Information Items** There were no information items.
- Other Business/Public Comment on Items**
- Next Board Meeting Date** The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, October 22, 2020, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, "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 9:42 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary