

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

November 19, 2020

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 19, 2020, virtually.

- EXECUTIVE SESSION** At 8:00 a.m., the Board entered into an Executive Session to discuss personnel matters.
- REGULAR BOARD MEETING** At 8:14 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: Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Emily Hoffman, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mr. William Swanson, and Mr. Ford Thompson (12)
Members not in attendance were: Mr. Brian Carter, Mr. Dennis Helm, Ms. Elizabeth Knouse, Mr. Christopher Lupp, Dr. John Mallonee, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (7)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. 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. Alicia McDonald, Ms. Holly Brzycki, Dr. Andrew McCrea, Ms. Michelle Sholder
- 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.
- Reports/Updates**
- 19-20 Audit Report Presentation Mr. Daren Moran introduced John Bonawitz and Jeff Walker from Brown Schultz Sheridan & Fritz who 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.
- Approval of Minutes** **Mr. Ford Thompson moved, seconded by Mr. Eric Samples,** “that the October 22, 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 – October 2020 October 2020 Treasurer’s Report – a total of \$10,692,888.17 in receipts and \$8,230,940.20 in expenditures

Payment of Bills – October 2020 October 2020 Payment of Bills

Summary of Operations – October 2020 Summary of Operations for October 2020 showing revenues of \$34,403,275.70 and \$25,380,063.68 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. Eric Samples moved, seconded by Mr. Ford Thompson,** “that the following Budget Administration Item be approved:

Proposed 2020-21 Original Budgets Proposed 2020-21 Original Budgets:

- PCCD Covid-19 Nonpublic Health & Safety Grant
- Statewide System of Support.”

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 – November 2020 **Mr. Eric Samples moved, seconded by Mr. Ford Thompson,** “that the November 2020 Contracts 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 **Mr. Eric Samples moved, seconded by Mr. Ford Thompson,** “that the following Policies and Programs be approved:

Second Reading, Revised Policies Second Reading of the following Revised Policies:

- #705 - Facilities & Workplace Safety
- #707 - Use of IU Facilities
- #904 - Public Attendance
- #907 - IU Visitors

Second Reading, New Policy #709 - Building Security Second Reading, New Policy #709 - Building Security

First Reading, Revised Policies First Reading of the following Revised Policies:

- #113.1 - Discipline of Students with Disabilities
- #113.2 - Behavior Support
- #203 - Immunizations & Communicable Disease
- #204 – Attendance
- #209 - Health Services & Medical Records
- #220 - Student Expression Distribution & Posting Materials

First Reading, New Policy First Reading, New Policy #113.4 - Confidentiality of Special Education Student Information Policy

Approval of Calendar Modifications - Act 80 Days Approval of Calendar Modifications - Act 80 Days.”

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 moved, seconded by Mrs. Judy Crocenzi, “that the following Job Descriptions be approved:

Second Reading, New Position, New Description: Second Reading, New Position, New Descriptions:

- Facility Operations and Safety Coordinator
- Learning Management Solutions Analyst.”

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. Ford Thompson, “that the following Personnel Items be approved:

- 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.

CHANGE 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.”

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 – Online Learning/ CAOLA

The Board Spotlight was on Online Learning/CAOLA. Holly Brzycki, Supervisor of Online Learning, provided an overview of 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 2019-2020. 24 of the 26 districts are part of CAOLA, including CASA, DCTS, Loysville YDC, Diakon 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.

Announcement of CAIU Retirees

The CAIU Board of Directors announced the following November 2020 CAIU Retiree: Laurie Keating-Duttry, EPP, Early Intervention, retirement after 22 years of service.

CAIU Team Reports

- **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. Mr. Moran 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. Mr. Griffith also 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." She will try to reinforce this 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 are 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.

Departing Board Member

At 9:13 a.m., Mr. Ford Thompson departed the Board Meeting.

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.

Departing Board Member

At 9:35 a.m., Ms. Emily Hoffman departed the Board Meeting.

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.

Board Member Sharing of Information

- Ms. Tricia Steiner reported that she attended the *How to Be an Antiracist* book study and looked forward to it every week. It is a great time for growth, affirmation and conversation. In addition, she participated in the Equity and Anti-Bias conference and reported that the speakers were world class and relevant to the work that needs to be done. Thank you to Dr. Saia and the CAIU Team for putting the conference together. Ms. Steiner expressed her gratitude and pride to be part of this board and group that is doing such amazing work.
- Ms. Barbara Geistwhite shared that she also participated in the book study. It was very eye-opening and interesting to hear others perspectives. She also shared her gratitude for the All In Newsletter – the information is very informative and in-depth. Dr. Saia encouraged all to please share any stories or updates from your districts.
- Mr. Bill Swanson shared that Big Spring SD was feature on the cover of Education Week and there was an excellent article written. Congratulations!

Information Items

There were no information items.

Other Business/Public Comment on Items Not Specific to Agenda

There were no Other Business/Public Comment 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, December 17, 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 9:45 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary