

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

February 25, 2021

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 25, 2021, virtually.

REGULAR BOARD MEETING	At 8:01 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	<p>Members in attendance were: Mr. Richard Bradley, Mr. Terry Cameron, Mrs. Judy Crocenzi (arrived after roll call), Mrs. Barbara Geistwhite, Mr. Dennis Helm, Ms. Elizabeth Knouse (arrived after roll call), Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Tricia Steiner, Mr. William Swanson (11)</p> <p>Members not in attendance were: , Mrs. Paula Bussard, Mr. Brian Carter, Ms. Alyssa Eichelberger, Mrs. Emily Hoffman, Dr. John Mallonee, Mr. Ford Thompson, Mrs. Ilcia Voughs, and Mr. J. Bruce Walter (8)</p> <p>Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer</p> <p>Staff/Public in attendance were: Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Ms. Alicia McDonald, Dr. Andrew McCrea, Mr. Len Kapp, Ms. Lisa Klingler, Ms. Mea Magaro, Ms. Leigh Shannon</p>
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.
Arriving Board Member	At 8:08 a.m., Ms. Elizabeth Knouse arrived to the Board Meeting.
Approval of Minutes	<p>Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the January 28, 2021 Board Meeting Minutes be approved.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Board Committee Report	None
Treasurer’s Report	Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “that the following fiscal items be approved:
Treasurer’s Report – January 2021	January 2021 Treasurer’s Report – a total of \$6,215,784.67 in receipts and \$8,949,739.65 in expenditures

Payment of Bills – January 2021 January 2021 Payment of Bills

Summary of Operations – January 2021 Summary of Operations for January 2021 showing revenues of \$53,503,247.33 and \$52,376,310.30 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

Second Reading, 2021-22 General Operating Budget **Mr. Eric Samples moved, seconded by Mr. Dennis Helm,** “that the Second Reading, Proposed 2021-22 General Operating Budget be approved.”

Roll Call Vote: Mr. Richard Bradley, yes; Mr. Terry Cameron, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Ms. Elizabeth Knouse, yes; Mr. Christopher Lupp, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mrs. Tricia Steiner, yes; Mr. William Swanson yes (10-yes;0-no)

Proposed 2020-21 Original Budget – CARES Act GEER – EI Grants **Mr. Dennis Helm moved, seconded by Mr. Eric Samples,** “that the Proposed 2020-21 Original Budget – CARES Act GEER – EI Grants be approved.”

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

None None

Other Business Items

Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite, “that the following Other Business Items be approved:

Contracts – February 2021 February 2021 Contracts

Revised 2020-21 Board Committees Revised 2020-21 Board Committees

Memorandum of the Essential Terms of the Comcast Proposal Memorandum of the Essential Terms of the Comcast Proposal.”

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

Policies & Programs

Ms. Elizabeth Knouse moved, seconded by Mr. Eric Samples, “that the following Policies and Programs be approved:

Second Reading,
Revised Policies

Second Reading and approval of the following Revised Policies:

- Revised Policy #222 - Tobacco/Nicotine
- Revised Policy #249 - Bullying/Cyberbullying
- Revised Policy #314 - Physical Exam
- Revised Policy #318 - Attendance & Tardiness
- Revised Policy #323 - Tobacco and Vaping Products
- Revised Policy #332 - Working Periods

First Reading,
Revised Policies

First Reading of the following Revised Policies:

- #103 -Discrimination/Title IX Sexual Harassment Affecting Students
- #331 - Job Related Expenses
- #333 - Professional Development
- #334 - Sick Leave
- #340 - Responsibility for Student Welfare
- #803 - Intermediate Unit Calendar
- #805.1 - Relations with Law Enforcement Agencies

First Reading New
Policy # 252 - Dating
Violence

First Reading New Policy #252 - Dating Violence.”

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 Mr. Eric Samples, “that the following Job Description be approved:

First Reading,
Existing Position,
Revised Description -
Custodian

First Reading, Existing Position, Revised Description – Custodian.”

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. Dennis Helm moved, seconded by Mr. Eric Samples, “that the following Personnel Items be approved:

RESIGNATIONS

SUSAN SANTINI, Program Secretary, Early Intervention Program, effective February 26, 2021. Reason: Personal.

KAYLA STERNER, Application Support Specialist, Technology Team, effective March 3, 2021. Reason: Personal.

STEPHEN STONER, Telecommunications and E-Rate Administrator, Technology Team, effective May 3, 2021. Reason: Retirement after 35 years of continuous CAIU service.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

KATHERINE BEDDIA, 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 new position funded through the Autism Support budget.

HEATHER MCCLEAF-ROYLE, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$34,500 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.

MATTHEW ZEGLER, Learning Management Solutions Analyst, CAOLA Program, effective date to be determined. Base salary of \$57,500 for 260 days of service will be prorated based on the number of hours/days worked through June 30, 2021. This is a new position funded through the CAOLA budget.

CHANGE OF STATUS

TERESA FREELAND, from Program Secretary to Educational Paraprofessional, Early Intervention Program, effective March 1, 2021. Change of status results in a change of salary to \$25,441 for 190 days of service and will be prorated for a total of 61 days. This is a new position funded through the MAWA budget.

EMILY SWANIC, Clerical and Filing Clerk, Student Services Team, from part-time to full-time status, effective March 1, 2021.”

ISSUANCE OF TENURE:

The following temporary professional employee has met all the criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective January 28, 2021: **Ashley Reddig**.”

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 – ANPS

The Board Spotlight was Aid To Nonpublic Schools (ANPS) presented by Lisa Klingler, Supervisor; Mea Magaro, Remedial Specialist; Leigh Shannon, Remedial Specialist. Lisa provided an overview of the State, Federal and IDEA programs that ANPS provides. She overviewed Act 89, Title I, Title II and purchased services that are provided to support nonpublic education. There are 36 schools that are eligible for Act 89. The total student enrollment is approximately 9600. Lisa provided a summary of which districts have contracts, the Nonpublic budget, and the number of staff in ANPS. Lisa discussed why ANPS services are needed. It is very important that we have strong non-public schools as it only benefits our school district as they often times end up in our school districts. In addition, we care about kids, no matter their placement. Counseling and social work services are also provided. Leah and Mea spoke about how the program have positively impacted the students they work with. They are currently running a Save the Bananas program to help many of their students and families in need. Bob Frankhouser spoke about the history and beginning of ANPS programs/services.

Arriving Board Member

At 8:29 a.m., Mrs. Judy Crocenzi arrived at the Board Meeting.

Announcement of February 2021 CAIU Retiree

The Board recognized the following February 2021 Retiree: **Patricia Middleton**, Program Secretary, retirement after 21 years of service.

CAIU Team Reports

- **Ms. Alicia McDonald, Director of Student Services**, reported that after much review and consideration, we are moving our school-age classroom programs back to a five day in-person instructional schedule. There are some classrooms that are not impacted because of host site restrictions. We are beginning our individual special education contract meetings with each of our LEAs. These continue through the next month. We then create and send contracts to the superintendent and special ed director for review and board approval by the end of May. After the contracts are sent we also begin our staffing and assignment conversations and decisions.
- **Mr. Dave Martin, Director of Technology Services**, reported on two projects that are coming up as part of strategic plan. We are in the process of a redesign of the CAIU website and plan to go live July 1, 2021. We will continue to provide updates. We will begin to work on the school district contracts for the WRAN agreement as the Memorandum of the Essential Terms for the Comcast proposal was approved at today's meeting.

- **Mr. Brian Griffith, Director of Educational Services**, provided an update on spring testing. PDE met with the curriculum coordinators yesterday and reported that they are extending the testing window but plan to move forward with the spring testing on PSSA and Keystone exams. They may provide additional testing opportunities this summer if needed. The only way for parents to opt out of student testing is due to religious reasons. Covid related concerns will not be excused and will be counted against them as non-participating.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported that the progress of the construction on the lot next to us has been delayed due to the weather. He has no new updates to report.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update on vaccinations and directed the Board to the Human Resources portion of the All In Newsletter. Dr. Calvecchio discussed the new guidelines around those individuals that have already been vaccinated and provided live links to updated CDC guidelines. Also, the rules around the timeline for TB testing and Covid vaccinations should be considered when hiring.
- **Dr. Andria Saia, Executive Director**, highlighted the last page of the All In Newsletter. CAIU staff participated in National Compliment Day and shared compliments for their co-workers. Dr. Saia reported on the recent vaccine clinic held for 1a eligible people. CAIU partnered with Quality Care pharmacy to provide vaccines to 730 people from the CAIU, local school districts, and community members that are 1a eligible. The clinic went very well. We are looking at possibly coordinating another 1a clinic for those that are still in need. Kudos to those participating in community work such as the Save the Bananas and Lasagna Mama or Papa programs.
- **Daren Moran, Director of Business & Operations**, gave a shout out to Len Kapp and the entire maintenance crew for managing the snow removal at the Enola offices. Daren reported on the Esports Innovation grant. This is a great program that is providing our students with the opportunity to participate in something team oriented. Please let Daren know if you know anyone that can assist with donations and connections.

Departing Board Member	At 8:58 a.m., Mr. Dennis Helm 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.
Arriving Board Member	At 9:04 a.m., Mr. Brian Carter arrived at the Board meeting.
President's Report	Mrs. Jean Rice thanked the Board for their attendance.
Board Member Sharing of Information	Mr. Eric Samples reminded the Board members to make sure to get your petitions in by the required date if you are running for the upcoming election.
Information Items	There were several Media Items available for the Board's review.
Other Business/Public Comment on Items Not Specific to Agenda	There were no other business or 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, March 25, 2021, 8:00 a.m., Board Room, CAIU Enola Office (virtually).

Adjournment

Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “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 9:16 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary