

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 22, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 22, 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:** Mr. Richard Bradley (voted in during Regular Meeting), Mrs. Paula Bussard, Mr. Terry Cameron, Mr. Brian Carter (arrived after roll call), Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Ms. Elizabeth Knouse, Dr. Layne Lebo, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mr. William Swanson (arrived after roll call), Mr. Ford Thompson, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (16)
Members not in attendance were: Mrs. Emily Hoffman and Dr. John Mallonee (3)
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, Mr. Jim Brill, Mr. Ron Sims, Mr. Ryan Klinepeter, Mr. Rob Stumpf, 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.
- Arriving Board Member** At 8:03 a.m., Mr. William Swanson arrived to the meeting.
- Approval of Minutes** **Mr. Ford Thompson moved, seconded by Mr. Eric Samples,** “that the September 24, 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. Barbara Geistwhite,** “that the following fiscal items be approved:
- Treasurer’s Report – September 2020 September 2020 Treasurer’s Report – a total of \$13,017,869.50 in receipts and \$11,267,435.41 in expenditures

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| Payment of Bills – September 2020 | September 2020 Payment of Bills |
| Summary of Operations – September 2020 | Summary of Operations for September 2020 showing revenues of \$26,858,492.01 and \$15,658,207.57 in expenditures |
| Summary of Operations – June 2020 | Summary of Operations for June 2020 showing revenues of \$103,825,627.00 and \$102,286,321.95 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 | Mrs. Barbara Geistwhite moved, seconded by Mr. Dennis Helm, “that the following Budget Administration Item be approved: |
| Proposed 2020-21 Original Budget - Path to Graduation | Proposed 2020-21 Original Budget - Path to Graduation.” |
| | 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 | |
| Appointment of New Board Member | Mrs. Judy Crocenzi moved, seconded by Mr. Dennis Helm, “that Mr. Richard J. Bradley, Mechanicsburg SD, be appointed to fill an unexpired term beginning October 22, 2020 to June 30, 2021.” |
| | Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous. |
| Contracts – October 2020 | Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “that the October 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. |
| MOU between CAEA and CAIU - Supplemental Online Course Facilitators | Mr. Ford Thompson moved, seconded by Mr. Dennis Helm, “that the MOU between CAEA and CAIU regarding Supplemental Online Course Facilitators 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 | Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following Policies and Programs be approved: |
| Second Reading, New Policies | Second Reading, New Policies <ul style="list-style-type: none"> • #146.1 - Trauma Informed Approach • #832 - Educational Equity |

First Reading,
Revised Policies

First Reading of the following Revised Policies:

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

First Reading, New
Policy #709 - Building
Security

First Reading, New Policy #709 - Building Security.”

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

Job Descriptions

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

First Reading, New
Position, New
Description

First 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. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite, “that the following Personnel Items be approved:

RESIGNATIONS

- **SARAH ALTMAN-KOPKO**, Speech and Language Clinician, Early Intervention Program, effective December 4, 2020. Reason: Personal.
- **TRACI BRODY**, Program Assistant, CAOLA Program, effective October 16, 2020. Reason: Personal.
- **BETHANY FORD**, Personal Care Assistant, Capital Area Mental-health Program, effective October 23, 2020. Reason: Employee accepted a position closer to her home.
- **DANIELLE KATEN**, Speech and Language Clinician, School-Age Speech Program, effective November 27, 2020. Reason: Personal.
- **LAURIE KEATING-DUTTRY**, Educational Paraprofessional, Early Intervention Program, effective November 20, 2020. Reason: Retirement after more than 22 years of continuous CAIU service.
- **KERI MCKEEVER**, Educational Paraprofessional, Hospital Program, effective September 28, 2020. Reason: Personal.
- **JAMIE PORTZLINE**, Program Secretary, Early Intervention Program, effective October 16, 2020. Reason: Personal.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

- **SARA CRUSHA**, 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 new position funded through the School-Age Speech budget.
- **JESSICA DAY**, 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 replacement position funded through the Autism budget.
- **REBECCA DIXON**, Application Support Generalist, Technology Team, effective date to be determined. Base salary of \$30,990.60 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 and CP budgets.

- **NATHAN EVANS**, Student Intern, Technology Team, effective September 9, 2020 – June 30, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Network Services budget.
- **LAURA GAGLIANO**, Temporary Professional, effective date to be determined. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 10, \$62,073 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 ANPS budget.
- **MICAH HAIRE**, Student Intern, Technology Team, effective September 22, 2020 – June 30, 2021. Hourly rate will be \$14.00. This is a temporary intern position funded through the Network Services budget.
- **JENNIFER HALBLIEB**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention 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 MAWA budget.
- **CARLY JARVIS**, Paraeducator, effective date to be determined. 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 based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **COURTNEY PUNCHUR**, 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.
- **KYLEE YETTER**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 8, \$58,528 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.
- **KARL MOHLER**, from Maintenance/Facilities Technician to Facilities Operations and Safety Coordinator, Administrative Team - Operations, effective August 27, 2020. Change of status results in a change of salary to \$43,443.86 for 260 days of service and will be prorated for a total of 220 days through June 30, 2021.
- **STEPHANIE SIMON**, Teacher, Autism Support Program, unpaid administrative leave of absence, effective October 13, 2020 due to inactive teaching certificate. Employee will be on leave until she produces an active certification.”

CHANGE OF STATUS

LEAVE OF ABSENCE

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 – Cyber Security

The Board Spotlight was on the Cyber Security presented by Jim Brill, Technology Infrastructure Supervisor; Ron Sims, Network Systems Engineer; Ryan Klinepeter, Network Systems Engineer; Rob Stumpf, Network Systems Engineer. October is Cyber Security Awareness month. Covid 19 has had a significant impact on cybersecurity. Schools are facing difficult challenges because remote working/learning increases the security risks. In 2020, over 202 public cyber incidents were reported. Education is the leading enterprise in attacks. Cyber Security refers to the technologies designed to protect/defend against attacks on networks, computers, and data. The top three attacks are: spear phishing, ransomware, and denial of service attacks. Through the WAN, we offer a consortium model to help cut costs for all of our districts to ensure all of the necessary bandwidth is provided and to help

mitigate threats. Several different solutions and tools are currently in place to help protect the CAIU and our member districts. It is important to educate the end users on cyber security and about possible threats/attacks.

Departing Board Members

At 8:57a.m., Mrs. Ilecia Voughs and Mr. Chris Lupp departed the meeting.

Announcement of CAIU Retirees

There were no October 2020 CAIU retirees.

Arriving Board Member

At 9:01 a.m., Mr. Brian Carter arrived at the meeting.

Departing Board Member

At 9:02 a.m., Mrs. Barbara Geistwhite departed the meeting.

CAIU Team Reports

- **Mr. Daren Moran, Director of Business and Operations**, provided several updates. The year-end audit is nearly complete and the annual audit presentation may be ready for the November Board meeting. Daren has been working closely with legal counsel, including our solicitor, on the transfer of the 1-acre corner lot to East Pennsboro Township. The deed will be signed and handed over to the township today. Subdivision plans were delivered for signatures. The plan is to move the house on November 16, 2020.
- **Ms. Alicia McDonald, Director of Student Services**, provided a Covid related status of our programs and services. We continue to operate several classes at the Enola Office building as we wait to hear for direction from the school districts. Our Preschool team serves approximately 2700 students and are currently operating in a hybrid model. Beginning in November, students will start back on a regular basis to get the vital facetime needed for development. Loysville is currently operating in a hybrid model and has experienced some outbreaks in the cottages. Our floater subs have been invaluable in providing additional coverage when needed. The vast majority of our staff are operating in a virtual/hybrid model some while providing face to face instruction. It has been very different and challenging for our staff.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided several updates. We continue to man the Covid Rapid Response phone to field calls from our school districts and report their concerns to the Department of Health to expedite a response with guidance. Due to the high volume of after-hour calls, they are no longer able to answer our phone calls. We are now forwarding call information by email to the Department during after-hours, which they are monitoring. Statewide positive cases are on the increase and we have breached 5% statewide of total cases.
- **Mr. Dave Martin, Director of Technology Services**, reported on the annual AgendaManager Users Conference held yesterday. Approximately 90 people attended from three states and received very positive feedback. A system upgrade will be rolled out soon. Mark Walz will be presenting hot topics on November 6, 2020 to our school districts. In addition, we are looking into E-signature solutions and consortium.
- **Mr. Brian Griffith, Director of Educational Services**, reported that he is working hard to support our frontline ANPS and ESL staff that are out in districts. Stress levels are high as each day is a juggling act with cases popping up in multiple schools that we serve. Please refer to the Executive Director/All In report for links to important new resources. We are getting ready to kick off the Equity and Anti-Bias conference on November 4, with approximately 300 participants across the state registered.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update on new guidance just issued from CDC. They have changed the definition of a close contact from being within six feet for 15 consecutive minutes to being within six feet **for a total of 15 cumulative minutes within a 24-hour period.** We will be discussing the possible

impact as this potentially could have major implications at the classroom level. Some of our plans/documents may need to be updated. CAIU Open Enrollment begins on November 2 and runs until the end of the month. We will be celebrating American Education Week, November 16-20. There is a different theme for each day in celebration of all the great things our staff are doing.

- **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 Microaggressions written by some members of our Leadership Team. She reported that it has been wonderful having some of our students in the building. In addition, the 20-21 Strategic Priorities were attached to the agenda for your review.

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| Departing Board Member | At 9:11 a.m., Mr. Bruce J. Walter 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. |
| President's Report | Mrs. Jean Rice thanked the Board for their attendance. |
| Board Member Sharing of Information | There were no Board Members Sharing of Information. |
| 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, November 19, 2020, 8:00 a.m., Board Room, CAIU Enola Office. |
| Adjournment | <p>Mr. Ford Thompson moved, seconded by Mrs. Judy Crocenzi, "that the meeting is adjourned."</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> <p>At 9:25 a.m., the meeting adjourned.</p> |
| Executive Session | At 9:25 a.m., the Board entered into an Executive Session to discuss Personnel Matters. At 9:36 a.m., the Executive Session ended. |

Rennie Gibson,
Board Secretary