

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**May 28, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on
Thursday, May 28, 2020, 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><u>Members in attendance were:</u> Mrs. Paula Bussard, Mr. Brian Carter (arrived after roll call), Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. John Mallonee, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mr. William Swanson, Mr. Ford Thompson, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (19)</p> <p><u>Members not in attendance were:</u> none</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio, Mr. Len Kapp, Rocky Brent, Rachel Montiel, John Thompson, Jennifer Sciacca Katie Hipple, Abigail Foster</p>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed Rocky Brent, Rachel Montiel, John Thompson, Jennifer Sciacca Katie Hipple, Abigail Foster to the meeting.
Approval of Minutes	<p>Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “that the April 23, 2020 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	
Board Nominating Committee Report	The Board Nominating Committee is seeking any Board members that are interested in serving as President or Vice President. Please contact Judy Crocenzi, Committee Chair, if interested.
Executive Director Evaluation Committee Report	Executive Director Evaluation Committee met and compiled the annual evaluation of the Executive Director. The final evaluation was presented to the board and to the Executive Director.
Treasurer’s Report	Dr. John Mallonee moved, seconded by Mrs. Paula Bussard, “that the following fiscal items be approved:

Treasurer's Report – April 2020 April 2020 Treasurer's Report – a total of \$ 14,350,672.08 in receipts and \$9,088,447.53 in expenditures.

Payment of Bills – April 2020 April 2020 Payment of Bills.

Summary of Operations – April 2020 Summary of Operations for April 2020 showing revenues of \$87,213,424.29 and \$69,210,117.03 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. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite,** “that the following Budget Administration Items be approved:

Proposed 2019-20 Budget Revisions Proposed 2019-20 Budget Revisions:

- Title I, Part D - Loysville Youth Development Center (LYDC)
- Education Leading to Employment & Career Training (ELECT)
- Hospital Education Program
- Institutionalized Children's Program (ICP)
- Loysville Youth Development Center State (LYDC)
- School-Age Access Program
- Student Services.”

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 **Dr. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite,** “that the following Other Fiscal Matters be approved:

2019-20 Audit Engagement Letter 2019-20 Audit Engagement Letter.”

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

Other Business Items **Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples,** “that the following Other Business Items be approved:

Contracts – May 2020 Contracts – May 2020.

Transportation Contract MOU Transportation Contract MOU. This is an amendment to the existing contract, as part of Act 13, which allows us to keep our contractors viable and to maintain a mechanism to pay their employees so that we are able to maintain our transportation once we are back in session.

Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel/Hourly Rate Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel for the 2020-21 school year at the blended rate of \$175 per hour effective July 1, 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

Dr. John Mallonee moved, seconded by Mr. Eric Samples, “that the following Policies & Programs be approved:

Second Reading,
Revised Policies

Second Reading and Approval of the following revised policies:

- #626 - Federal Fiscal Compliance
- #335 - Family Medical Leave Attachment.”

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 Dr. John Mallonee, “that the following Job Descriptions were approved:

Second Reading,
New Position, New
Descriptions

Second Reading and Approval of the following New Position, New Descriptions

- School Improvement/School Climate – PBIS
- School Improvement Specialist-Mathematics.”

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

Personnel Items

Dr. Layne Lebo moved, seconded by Mr. Brian Carter, “that the following Personnel Items be approved:

RESIGNATIONS

SALLYAN THOMAS, Teacher, Vision Program, effective June 10, 2020. Reason: Retirement after 27 years of continuous CAIU service.

EMILY WOLSZCZENSKI, Teacher, ESL Program, effective June 8, 2020. Reason: Personal.

RECOMMENDED
FOR
EMPLOYMENT
OR CONTRACT

JESSICA CHACON, Professional, effective June 1, 2020 Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters + 45, Step 13, \$71,582 for 190 days of service will be prorated for a total of 7 days. This is a replacement position funded through the MAWA budget.

CHANGE OF
STATUS

AMY CSERNY, from Business Analyst II, Technology Team to Data Systems Supervisor, Student Services Team, effective June 15, 2020. Change of status results in a change of salary to \$76,500 for 12 months of service and will be prorated for a total of 12 days through June 30, 2020.

KELLIE FISHER, Speech and Language Clinician, from active to inactive status due to failure to complete/submit necessary paperwork and respond to numerous inquiry attempts.”

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 –
Messiah Teacher
Interns

The **Board Spotlight** was on Messiah Teacher Interns at Hill Top Academy. Rachel Montiel, Program Supervisor, Dr. John Thompson, Principal, and Jen Sciacca, Emotional Support Teacher, provided an overview of the program. Hill Top Academy and Messiah College joined to create the first yearlong student teacher internship program at the school. Three candidates from Messiah College were selected, hired, and assigned to one of our classrooms. The teacher interns provided additional expertise and allowed for increased direction, instruction, and support all year long. The teacher interns were Abigail Foster, Alexis Krick and Katie Hipple.

Announcement of
CAIU Retirees

There were no retirees this month.

CAIU Team
Reports

- **Mr. Daren Moran, Director of Business and Operations**, reported that the Business Managers Advisory group continues to meet every other week. Mr. Moran also meets regularly with the PAIU Business Managers. He is amazed at the ability of staff to efficiently manage the business office remotely. Every budget takes a team of staff and many hours of zoom meetings to build.
- **Ms. Alicia McDonald, Director of Student Services**, highlighted the many staff updates in the *All in* Newsletter that were shared by her staff. Student Services is gearing up for the end of the 19-20 school year next week. Early Intervention summer virtual programs begin the end of June. Ms. McDonald is currently working on Special Education budgets. Virtual Extended School Year (ESY) starts in July. Approximately 70-90 students are expected to participate. Staff are feeling reinvigorated by the cross-team support and the opportunity for innovation and learning new things. Cross-team groups will begin work on the CoE plan for the fall and are working closely with our member districts.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported that his team is working hard to get our buildings prepared and modified in anticipation for staff returning to work soon. PDE is holding an important zoom meeting next week related to transportation for all school districts. PASBO Safety Coordinators are meeting this afternoon. Mr. Kapp reported on building repairs that are happening at the Enola building on the sprinkler system.
- **Mr. Brian Griffith, Director of Educational Services**, reported that he continues to meet with Curriculum Advisory Directors each week for planning purposes. The big topics have been the unknown for fall and the 2020-21 school year. His team has been working on our online learning program, CAOLA, and what role it could play in assisting our school district's with planning. On June 10 @ 7pm, we are holding an Open House to show parents the virtual options available through their school districts. School districts have sent out invites to their parents and RSVP's are just coming in. School districts are struggling with Keystone exams for students that were in trigger courses. The spring exams were cancelled and districts have the option to allow students that missed the Keystones to take the test in the fall. Board approval is required if school districts decide not to do a makeup exam in the coming year. Families/students can choose to opt out of taking Keystone exams but school districts are required to provide the opportunity to take the test, and utilize their scores as one of the ways to meet graduation requirements. Tomorrow is the deadline for ordering testing supplies from the DRC if districts are going to offer Keystones in the "summer" test window in September. PDE is recommending that if districts are unsure how many will take the test during the summer test window to just order enough test for all students that missed in the spring since the deadline for ordering assessment materials is Friday, May 29th.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update on our strategic plan goal related to communication. Dr. Calvecchio and Amy Hazel have been working on CAIU rebranding. Amy, with the help of a cross-team committee and her interns, created a branding page on the CAIU employee website that houses a compilation of downloadable updated logos, fonts, presentation and flyer templates, stock photos, training videos, and more, to help staff stay consistent and professional in our communication. This is also a service available to our school districts. Dr. Calvecchio also shared a thank you video created by our technology and communication interns.
- **Rennie Gibson, Board Secretary**, reported that the CAIU 2020 election ballots were provided to each school district for their local board directors to cast their votes electronically. Completed ballots are due by Friday, June 12. New Board Members will be appointed at our June Board re-organization meeting. To date, approximately 50 of the 216 board members have voted. Please remind your members to vote at your next board meeting.

- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The *Did You Know* section was on the CAEA scholarship that is offered to a deserving student from our region. Congratulations to Annie Newman from Camp Hill SD, this year's recipient. Dr. Saia congratulated all of our graduates and wished them well! Thank you to Kathy Gottlieb, Program Supervisor, for her follow up article on Emotional Intelligence. Dr. Saia also highlighted the Student Services report, particularly, the Early Intervention Speech student that was able to receive a communication device through the coordination of our staff and Variety during the closure. The *All In* included many of our staff sharing their experiences during the quarantine. She is humbled and honored to be part of this organization; staff are hitting it out of the park.

**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. Dr. Saia reported on her recent activities/updates. She has collaborated with PDE and PAIU to work on off-line learning options. Approximately 30% of students do not have access to online learning. The Emergency Planning Committee is meeting often to establish our reentry plan. We will be sharing the plan with staff next week. A CAIU leadership retreat is planned for July and will be a virtual hybrid structure.

**President's
Report**

Mrs. Jean Rice reported that she hopes everyone is staying safe and is amazed by the great work happening at our school districts and at the CAIU. Mrs. Rice was able to attend the Project Search virtual graduation and is sorry to have to miss the Hill Top graduation due to a Board meeting. She thanked the Board Members for their attendance today.

**Board Member
Sharing of
Information**

There were no Board Member sharing of information.

Information Items

There were no information items.

**Other
Business/Public
Comment on**

There were no other business/public comments 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, June 25, 2020, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Dr. Eric Samples moved, seconded by Mrs. Paula Bussard, "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 9:21 a.m., the meeting adjourned.

**EXECUTIVE
SESSION**

At 9:21 a.m., the Board entered into an Executive Session to discuss personnel matters.

At 9:40 a.m., the Executive Session meeting adjourned.

Rennie Gibson,
Board Secretary