

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**June 27, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, June 27, 2019, at the Capital Area Intermediate Unit at the Enola Office.

- 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, Mrs. Jean Rice.
- EXECUTIVE SESSION** At 8:01 a.m., the Board entered into an Executive Session to discuss personnel and safety matters.
- REGULAR BOARD MEETING** At 8:51 a.m., the Board reentered into the Regular Meeting.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Mrs. Maria Memmi, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. William Swanson, and Mrs. Ilceia Voughs, (11)
Members not in attendance were Dr. Fred Baldwin, Mr. David Barder, Mrs. Melanie Gurgiolo, Dr. John Mallonee, Dr. Elisabeth McLean, Mr. Ford Thompson, and Mr. J. Bruce Walter (7)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary; and Mr. Daren Moran, Board Treasurer
Staff/Public in attendance were: Mr. Dave Martin, Mr. Brian Griffith, and Dr. Thomas Calvecchio
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed Dr. Thomas Calvecchio, CAIU Assistant Executive Director, to the meeting.
- Approval of Minutes** **Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples,** “that the May 23, 2019 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** Mrs. Jean Rice announced that the election of CAIU Board Officers will take place at the July re-organization meeting. The **Board Nominating Committee** is seeking any Board members that are interested in serving as President or Vice President. If interested, please contact Dr. Elisabeth McLean, Committee Chair. Mrs. Jean Rice is interested in staying on as President.
The **Executive Director Evaluation Committee** met with Dr. Andria Saia, CAIU Executive Director, on her evaluation. Dr. Saia was proficient.
- Treasurer’s Report** **Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi,** “that the following fiscal items be approved:

Treasurer's Report – May 2019	May 2019 Treasurer's Report – a total of \$9,169,453.60 in receipts and \$7,847,401.89 in expenditures
Payment of Bills – May 2019	May 2019 Payment of Bills
Summary of Operations – May 2019	Summary of Operations for May 2019 showing revenues of \$78,498,325.33 and \$73,487,184.39 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 Mr. Eric Samples, “that the following Budget Administration items be approved:
Proposed 2018-19 Budget Revisions	<p>The following Proposed 2018-2019 Budget Revisions:</p> <ul style="list-style-type: none"> • Proposed 2018-2019 Budget Revision – EARLY INTERVENTION - ACCESS • Proposed 2018-2019 Budget Revision – STATE EARLY INTERVENTION
Proposed 2019-20 Original Budgets	<p>The following Proposed 2019-2020 Original Budgets:</p> <ul style="list-style-type: none"> • Proposed 2019-2020 Budget Revision – COMPREHENSIVE PLANNING • Proposed 2019-20 Original Budget - ADMINISTRATIVE TIME STUDY (ATS) ACCESS PROGRAM • Proposed 2019-20 Original Budget - ACT 89 (NONPUBLIC SCHOOLS) • Proposed 2019-20 Original Budget - CAFETERIA SERVICES • Proposed 2019-20 Original Budget - CAPITAL AREA MENTAL HEALTH PROGRAM • Proposed 2019-20 Original Budget - DIAKON CENTER POINT PROGRAM • Proposed 2019-20 Original Budget - EARLY INTERVENTION - ACCESS PROGRAM • Proposed 2019-20 Original Budget - IDEA SECTION 611 - EARLY INTERVENTION • Proposed 2019-20 Original Budget - IDEA SECTION 619 - EARLY INTERVENTION • Proposed 2019-20 Original Budget - EDUCATION LEADING TO EMPLOYMENT AND CAREER TRAINING (ELECT) • Proposed 2019-20 Original Budget - ENGLISH AS A SECOND LANGUAGE (ESL) • Proposed 2019-20 Original Budget - FINANCIAL SOFTWARE APPLICATION • Proposed 2019-20 Original Budget - REVIEW OF HIGHER ED TEACHER PROGRAMS • Proposed 2019-20 Original Budget - HOSPITAL EDUCATION PROGRAM • Proposed 2019-20 Original Budget - INSTITUTIONALIZED CHILDREN'S PROGRAM • Proposed 2019-20 Original Budget - IDEA SECTION 611 - SCHOOL AGE • Proposed 2019-20 Original Budget - LOYSVILLE YOUTH DEVELOPMENT CENTER • Proposed 2019-20 Original Budget - TITLE I, PART D-LOYSVILLE YOUTH DEVELOPMENT CENTER • Proposed 2019-20 Original Budget - ENTREPRENEURIAL TRANSPORTATION • Proposed 2019-20 Original Budget - NON-PUBLIC AUXILIARY PROGRAMS • Proposed 2019-20 Original Budget - NON-PUBLIC PROFESSIONAL DEVELOPMENT BUDGET • Proposed 2019-20 Original Budget - ONLINE LEARNING ASSOCIATION

- Proposed 2019-20 Original Budget - PROFESSIONAL SERVICES
- Proposed 2019-20 Original Budget - SCHOOL-AGE ACCESS PROGRAM
- Proposed 2019-20 Original Budget - EARLY INTERVENTION
- Proposed 2019-20 Original Budget - STUDENT SERVICES
- Proposed 2019-20 Original Budget - TECHNOLOGY ENTREPRENEURIAL
- Proposed 2019-20 Original Budget – TRANSPORTATION.”

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

Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples, “that the following Other Fiscal Matters be approved:

Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel

Appointment of Barley Snyder as CAIU Solicitor and General Legal Counsel for the 2019/20 school year at a blended rate of \$185 per hour effective July 1, 2019.”

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

Other Business Item

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

Contracts – June 2019

Contracts - June 2019

Revised 2019-20 Board Meeting Dates

Revised 2019-20 Board Meeting Dates.”

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. Dennis Helm, “that the following Policies & Programs be approved:

Second Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments

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First Reading, Revised Policies

The following were Policies were available for First Reading:

- #247 – Hazing
- #249 - Bullying/Cyberbullying.”

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 Mr. Dennis Helm, “that the following Job Descriptions be approved:

Second Reading, Existing Position, New Descriptions

Second Reading, Existing Position, New Descriptions:

- Human Resources Manager
- Human Resources Generalist
- Human Resources Coordinator
- Assistant Business Manager
- Floater Teacher
- Data Coordinator EI
- ANPS Program Coordinator

Second Reading, Existing Position, Revised Descriptions

Second Reading, Existing Position, Revised Descriptions:

- Supervisor of Operations, Safety, & Transportation
- Transportation Specialist

Second Reading, New Position, New Description - Clerical & File Worker

Second Reading, New Position, New Description - Clerical & File Worker

First Reading, Existing Position, Revised Description - Duplicating/Mail Room Clerk/Receptionist

First Reading, Existing Position, Revised Description - Duplicating/Mail Room Clerk/Receptionist.”

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. Eric Samples, “that the following personnel items be approved:

RESIGNATIONS

DENNIS ABDUL-JIHAD, Teacher, Loysville Youth Development Center, effective June 21, 2019. Reason: Personal.

SAMANTHA ALDERFER, Teacher, Autism Support Program, effective June 11, 2019. Reason: Personal.

MICHELE DEMPSEY, Speech and Language Clinician, Early Intervention Program, effective August 1, 2019. Reason: Personal.

JOHN EDLER, Teacher, Early Intervention Program, effective July 12, 2019. Reason: Personal.

JANILYN ELIAS, Program Director, Student Services Team, effective July 5, 2019. Reason: Personal.

KRISTIN GARDNER, School Counselor, ANPS Program, effective June 30, 2019. Reason: Personal.

JAIDYN JACKSON, Co-operative Student, Technology Team, effective May 30, 2019. Reason: Personal.

MEGAN LEIBY, Educational Paraprofessional, Early Intervention Program, effective August 2, 2019. Reason: Personal.

KAYLA MCARTHUR, Speech and Language Clinician, Early Intervention Program, effective June 7, 2019. Reason: Personal.

CHANDA TELLEEN, Educational Consultant, Training and Consultation Program, effective June 20, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

AUBREY BARNES, Temporary Professional, effective July 15, 2019. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$51,087 for 190 days of service will be prorated for a total of 182 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

KEISHA CREE, Program Assistant, CAOLA Program, base salary of Range 2, \$35,100 for 260 days of service will be prorated for a total of 5 days through June 30, 2019. This is a new position funded through the CAOLA budget.

EMILY SWANIC, part-time Clerical and File Worker, Student Services Team, effective June 10, 2019. Employee will be paid at the Range 5 rate of \$12.61 per hour. This is a new position funded through the CORE budget.

CHANGE OF STATUS

ERICA COOK, from Teacher, to Floater Teacher, effective for the 2019-2020 school year. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,060 for 190 days of service. This is a replacement position funded through the Floater budget.

DORI DORRITIE, from Transportation Clerk to Transportation Specialist, Administrative Services – Business and Operations, effective July 1, 2019. Change of status results in a change of salary to \$48,750 for 260 days of service.

KRISTEN GROSS, from Program Coordinator to Online Learning Support Administrator, CAOLA Program, effective July 1, 2019. Change of status results in a change of salary to \$46,000 for 260 days of service. This is a new position funded through the CAOLA budget.

ROBERT HOOVER, from Lead Custodian to Lead Receiver/Warehouseman, Administrative Services – Business and Operations, effective July 1, 2019. Change of status results in a change of salary to \$37,050 for 260 days of service.

REBECCA LAIRD, from Educational Paraprofessional to Teacher, Early Intervention Program, effective July 1, 2019. Change of status results in a change of salary to Masters, Step 1, \$50,587 for 190 days of service. This is a new position funded through the MAWA budget.

MARY MARONIC, from Program Assistant to Program Coordinator, ANPS Program, effective July 1, 2019. Change of status results in a change of salary to \$43,630 for 260 days of service.

AMY MOYER, from Program Secretary to Data Coordinator, Early Intervention Program, effective June 3, 2019. Change of status results in a change of salary to \$38,025 for 12 months of service and will be prorated for a total of 20 days through June 30, 2019. This is a new position funded through the MAWA budget.

CHANGE OF SALARY

SUZANNE DRDA, Physical Therapist, change of salary for completion of Masters + 60/PhD effective July 1, 2019. Salary will be based on a Masters + 60/PhD, Step 15, \$77,639 for 190 days of service.

JUDITH DUNKLE, Social Worker, change of salary for completion of Masters + 30 credits effective July 1, 2019. Salary will be based on a Masters + 30, Step 15, \$74,793 for 190 days of service.

STEPHANIE JOHNSON, Teacher, change of salary for completion of Masters + 30 credits effective July 1, 2019. Salary will be based on a Masters + 30, Step 9, \$62,015 for 190 days of service.

TAMMY POFF, Behavior Consultant, change of salary for completion of Masters +60 credits effective July 1, 2019. Salary will be based on a Masters + 60, Step 10, \$66,707 for 190 days of service.

MEREDITH SEIDEL, Teacher, change of salary for completion of Masters + 15 credits effective July 1, 2019. Salary will be based on a Masters + 15, Step 3, \$52,866 for 190 days of service.

MEGAN SLAUTTERBACK, Service Coordinator, change of salary for completion of Master's Degree effective July 1, 2019. Salary will be based on a Masters, Step 6, \$54,582 for 190 days of service.

LEAVE OF ABSENCE

SARAH BETACK, Speech and Language Clinician, child-rearing leave of absence May 2, 2019 – May 23, 2019. Leave is requested in accordance with CAIU practice and procedure.

ISSUANCE OF TENURE

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 27, 2019:

Colette Medlin
Danielle Norris
Erica Overbaugh
Jennifer Sciacca.”

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 – Introduction of New Assistant Executive Director	The Board Spotlight was an introduction of Dr. Thomas Calvecchio, New CAIU Assistant Executive Director. Dr. Saia introduced Dr. Calvecchio to the Board and provided an overview of his experience, achievements, and his educational background and certifications. Dr. Calvecchio thanked the Board for this opportunity.
Recognition of Departing Board Members	The Board recognized the following departing Board Members: <ul style="list-style-type: none"> • Melanie Gurgiole - Camp Hill SD • David Barder - Upper Dauphin SD
Announcement of CAIU Retirees	Congratulations to the following June 2019 CAIU Retirees: <ul style="list-style-type: none"> • Barbara Kauffman, Guidance Counselor – ANPS, retirement after 23 years of service • Constance Corl, Job Coach – Transition Services, retirement after 31 years of service • Rose Anna Stillwagon, Teacher – Vision Program, retirement after 33 years of service • Alice Womer, Educational Consultant – Speech. retirement after 21 years of service
CAIU Summerdale Project	As discussed in Executive Session, CAIU will proceed to do more research on the matter.
CAIU Team Reports	<ul style="list-style-type: none"> • Mr. Dave Martin, Director of Technology Services, reported that three new technology interns from DCTS & CPAVTS have started working with the team. They have already been assigned tickets and are getting comfortable with the working environment. Installation of the new wireless network system at Hill Top Academy is complete and currently we are in the implementation phase of wireless upgrade at Loysville. We recently performed a firmware upgrade on our FortiDDoS appliance. The FortiDDoS appliance mitigates cyber-attacks. • Mr. Daren Moran, Director of Business & Operations, reported that with the recent departure of Greg and Theresa, he has been very involved with the contract process and safety and security. Mr. Moran recognized Nyla Katar and Len Kapp for all of their hard work behind the scenes. We are looking to implement a new contract management system in the near future to make the process more efficient. The local auditors were here for pre-planning and will return in September or October for a final audit. The summer is an extremely busy time for the business office. Mr. Moran reported that we cleared over \$5,000 from the Champions for Children Bingo fundraiser. • Mr. Brian Griffith, Director of Educational Services reported that the CAIU Summer camps started this week. The CAIU has partnered with teachers from around the region to offer over 20 different camps this summer with over 300 students attending, a big increase from the three camps run last year. The ISTE conference, a global edtech conference, is being held in Philadelphia this year. This conference is very large with over 20,000 educators attending. One of our team members, who is attending, is the President of the state association and had the opportunity to welcome Secretary Rivera. • Mrs. Rennie Gibson, Board secretary, reported that the professional photographer will be here next month to take Board photos for the new members and anyone that still needs one. The Board photos will be moved to a digital format and placed on our website.

- Dr. Andria Saia, Executive Director, reported on Early Intervention in Ms. McDonald's absence. She reported that the summer session is always a busy time as we are preparing for incoming children who are turning three as well as the children who will be transitioning to Kindergarten in the fall. We have worked with families and districts to transition 845 children to school age programming and we anticipate that 58 children will remain in early intervention for the 2019-20 school year. Dr. Janilyn Elias, Program Director, has resigned to accept a position in Chambersburg School District. She thanked the board for all of their support over the past six years. Dr. Saia and Jean Rice recently attended a memorial service for Wilbur Wolf at Big Spring SD. He was recognized and honored by several organizations including the CAIU and CPAVTS. She recently attended and spoke at the Loysville graduation. Two graduates are moving on to Shippensburg University. We will try to plan a Board visit to Loysville in October. All are invited to attend the Champions for Children Golf outing on July 23.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review. In addition to her Team Report, she highlighted the CAIU summer camps.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

Board Member Sharing of Information

Mrs. Barbara Geistwhite is very excited to announce that Cumberland Valley SD has a new superintendent, Dr. David Christopher, from North Alleghany.

Information Items

The following information items were available for the Boards review:

- Thank you letters from Jaidyn Jackson and Nate Foster

Other Business/Public Comment on Items Not Specific to Agenda

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, July 25, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, "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 9:38 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary