

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**April 23, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 23, 2020, virtually.

REGULAR BOARD MEETING At 8:04 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:** Mrs. Paula Bussard (arrived after roll call), Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, 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, and Mrs. Ilceia Voughs (16)

Members not in attendance were: Mr. Brian Carter and Mr. J. Bruce Walter (2)

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, Ms. Alicia McDonald, Mr. Dave Martin, Dr. Thomas Calvecchio, and Mr. Len Kapp

Virtual Public Participation in Board Meeting

Mrs. Judy Crocenzi moved, seconded by Mrs. Barbara Geistwhite, “to accept Virtual Public participation in the CAIU Board Meetings.”

The CAIU is committed to public input and participation in board meetings in a manner that is consistent with guidance provided. Given the current circumstances related to COVID-19, remote, online participation is available in order to promote the safety and health of our community. We will not have in-person public participation during this period due to the health and safety risks it poses. Attendees can call into the meeting to provide public comment via Zoom Webinar from a computer, mobile device, or tablet.

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

Recognition of the Public: Items Specific to the Agenda

The Board welcomed Scott Kennedy, Andria Swartz, and Bev Meiser to the meeting.

Ratification/Approval of Action Items of the March 26, 2020 Board Meeting

Mr. Dennis Helm moved, seconded by Mrs. Judy Crocenzi. that the following action items of the March 26, 2020 Board Meeting be ratified and approved:

Board Meeting Minutes - February 27, 2020

Board Meeting Minutes - February 27, 2020

Treasurer's Report - February 2020	<ul style="list-style-type: none"> • Treasurer's Report - February 2020 – a total of \$ 8,957,588.66 in receipts and \$7,118,458.35 in expenditures • Payment of Bills - February 2020 • Summary of Operations - February 2020 - showing revenues of \$62,837,101.62 and \$52,575,739.07 in expenditures
Budget Administration	<ul style="list-style-type: none"> • Proposed 2019-20 Budget Revision - ANPS (Nonpublic Schools) ACT 89 • Proposed 2019-20 Budget Revision - Cafeteria Services • Proposed 2019-20 Budget Revision - Capital Area Mental Health Program (CAMhP) • Proposed 2019-20 Budget Revision - Diakon Center Point Program • Proposed 2019-20 Budget Revision - English as a Second Language (ESL) • Proposed 2019-20 Budget Revision - Online Learning Association • Proposed 2019-20 Budget Revision - Professional Service • Proposed 2019-20 Budget Revision - Technology Entrepreneurial • Proposed 2019-20 Original Budget - Title I, Part A - Improving Basic Programs • Proposed 2019-20 Budget Revision - Title I, Part D - Neglected & Delinquent Subpart 2 • Proposed 2019-20 Budget Revision - Title III, Part A - English Language Acquisition • Proposed 2019-20 Budget Revision - Transportation
Other Business Matters	Contracts - March 2020
Policies & Programs	<p>Resolution - Authorize Temporary Suspension of Restrictions of Policy #012</p> <p>Given the unprecedented event of the COVID19 pandemic, and Governor Wolf's closure of all schools including the Capital Area Intermediate Unit, the Board authorizes to temporarily suspend any/all restrictions on teleconferencing contained in Board Policy 012, for the purpose of meeting as a Board of Directors until further action is taken by the Board.</p> <p>Current Board Policy #012 - Participation in Meetings states:</p> <p>A member of the Board who desires to participate in a meeting of the Board by means of teleconferencing or videoconferencing shall request as soon as possible the President of the Board to approve his/her attendance by teleconferencing or videoconferencing. The President of the Board shall approve or disapprove the request subject to the following guidelines:</p> <ol style="list-style-type: none"> 1. No member of the Board shall be permitted to participate in a meeting by means of teleconferencing or videoconferencing more than two (2) times in any twelve (12) month period. 2. No more than two (2) members of the Board may participate in a meeting by means of teleconferencing or videoconferencing.
Personnel Items	<p>RESIGNATIONS:</p> <ul style="list-style-type: none"> • AIMEE BUSZKA, Teacher, Early Intervention Program, effective March 27, 2020. Reason: Personal. • CHRISTINE EDMISTON, Program Secretary, Student Services Team, effective June 8, 2020. Reason: Retirement after more than 35 years of continuous CAIU service. • ROBIN GARLICK, Reading Specialist, ANPS Program, effective June 12, 2020. Reason: Retirement after 35 years of continuous CAIU service. • CLAIRE JONES, Speech and Language Clinician, Early Intervention Program, effective May 1, 2020. Reason: Personal. <p>RECOMMENDED FOR EMPLOYMENT OR CONTRACT:</p> <ul style="list-style-type: none"> • ALYSSA FORTNA, Temporary Professional, effective March 5, 2020. Assignment: Teacher, Early Intervention Program with base salary of Bachelors, Step 4, \$49,060 for 190 days of service will be prorated for a total of 56 days with additional new hire days as required. This is a new position funded through the MAWA budget.

- **MEGGAN MORRISON**, Professional, effective date to be determined. Assignment: Floater Teacher, Loysville Youth Development Center with base salary of 80% of Masters, Step 5, \$53,269 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 new position funded through the LYDC budget.
- **JAMIE PORTZLINE**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of Range 4, \$35,100 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a replacement position funded through the MAWA budget.

CHANGES OF STATUS:

- **BONNIE HEISLER**, from Inclusion Consultant to Floater Teacher, effective April 1, 2020. Change of status results in a change of salary to 80% of Bachelors, Step 14, \$66,723 for 190 days of service and will be prorated for a total of 38 days.
- **KAREN WRONSKI**, Speech and Language Clinician, Early Intervention Program, from part-time to full-time status, effective March 2, 2020.”

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

Approval of Minutes

The March 26, 2020 CAIU Board Meeting was cancelled. There are no approval of minutes.

Board Committee Report

There were no Board Committee Reports.

Treasurer's Report

Dr. John Mallonee moved, seconded by Mrs. Barbara Geistwhite, “that the following fiscal items be approved:

Treasurer's Report – March 2020 March 2020 Treasurer's Report – a total of \$6,798,854.28 in receipts and \$7,819,714.31 in expenditures.

Payment of Bills – March 2020 March 2020 Payment of Bills.

Summary of Operations – March 2020 Summary of Operations for March 2020 showing revenues of \$70,242,061.84 and \$58,828,752.09 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

Dr. Layne Lebo moved, seconded by Mrs. Judy Crocenzi, “that the following Budget Administration Items be approved:

Proposed 2019-20 Budget Revision - IDEA 611 - School Age Proposed 2019-20 Budget Revision - IDEA 611 - School Age

Proposed 2019-20 Original - Safe Schools Grant Proposed 2019-20 Original - Safe Schools Grant.”

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

Mr. Eric Samples moved, seconded by Mr. Dennis Helm, “that the following Other Fiscal Matters be approved:

Proposed 2020-2021 Student Services Fixed Rates

Proposed 2020-2021 Student Services Fixed Rates.

2020-21 Market Place Services

2020-21 Market Place Services.”

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

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

Contracts – April 2020

Contracts – April 2020.”

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

Rescind Acceptance of Board Member Resignation

Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples, “to rescind the acceptance of the resignation of Ms. Elizabeth Knouse, South Middleton School District, from the CAIU Board of Directors, effective February 25, 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. Layne Lebo moved, seconded by Mrs. Barbara Geistwhite, “that the following Policies & Programs be approved:

First Reading, Revised Policies

First Reading and Approval of the following revised policies :

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

Proposed 2020-21 Student Services Master Calendar

Proposed 2020-21 Student Services Master Calendar.

Proposed 2020-21 CAIU 12-Month Employee Calendar

Proposed 2020-21 CAIU 12-Month Employee Calendar.

Proposed 2020-21 Special Education Plan

Proposed 2020-21 Special Education Plan.

Proposed 2020-21 Ed Services Consultant Calendar

Proposed 2020-21 Ed Services Consultant Calendar.”

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. Dennis Helm, “that the following Job First Reading, New Position, New Descriptions were approved:

- First Reading, New Position, New Descriptions
- First Reading, New Position, New Description - School Improvement/School Climate – PBIS
 - First Reading, New Position, New Description - 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. Eric Samples, “that the following personnel items be approved:

- RESIGNATIONS
- **VICKIE BERN GUION**, Speech and Language Clinician, School-Age Speech Program, effective June 5, 2020. Reason: Retirement after more than 17 years of continuous CAIU service.
 - **SHANE LENTZ**, Data Systems Supervisor, Student Services Team, effective April 29, 2020. Reason: Employee accepted a position with Montgomery County Intermediate Unit.
 - **PAMELA MAYER**, Educational Paraprofessional, Autism Support Program, effective June 5, 2020. Reason: Retirement after more than 18 years of continuous CAIU service.
 - **MATTHEW O’DONNELL**, Teacher, Capital Area Mental-health Program, effective June 4, 2020. Reason: Employee accepted a position at Lower Dauphin School District.
 - **BENNETT SMITH**, Teacher/Communication Facilitator, Deaf/Hard of Hearing Program, effective March 27, 2020. Reason: Personal.
- RECOMMENDED FOR EMPLOYMENT OR CONTRACT
- **KRISTEN ELDREDGE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary to be determined based on fiscal year of start date. This is a replacement position funded through the MAWA budget.
 - **TERESA FREELAND**, Program Secretary, Student Services Team, effective date to be determined. Base salary of Range 4, \$35,100 for 260 days of service will be prorated based on the number of days worked through June 30, 2020. This is a replacement position funded through the Access budget.
 - **LINDSEY HARTMAN**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary to be determined based on fiscal year of start date. This is a replacement position funded through the MAWA budget.
- CHANGE OF STATUS
- **MICHELE LINGLE**, Educational Paraprofessional, Early Intervention Program, from part-time to full-time status, effective April 20, 2020.
 - **LYNNEA SUMMERSCALES**, from Educational Paraprofessional to Teacher, Early Intervention Program, effective April 20, 2020. Change of status results in a change of salary to of Bachelors, Step 1, \$47,560 for 190 days of service and will be prorated based on the number of days worked.”

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

Reports & Updates

Announcement of CAIU Retirees There were no retirees this month.

Mr. Daren Moran, Director of Business and Operations, gave a shout out to his business staff that have been working hard to ensure the essential operations of the IU continue. Thank you to Len Kapp and his building and maintenance crew for their hard work maintaining the building during the closure. They have been busy cleaning, painting, and maintaining the grounds. Mr. Moran reported on Act 13, which allows us to continue to pay school employees during closure and to re-negotiate transportation contracts. Currently, we work with six transportation contractors. He is working with our solicitor, Len Kapp, and Dr. Saia to analyze the legislation and draft an MOU by our May Board meeting. The MOU would allow us to continue to pay our contractors to help keep them in business, as we will need their services once we are back to school. Daren holds a regional weekly meeting with business managers that is very well attended and has great participation. In addition, he attends a similar weekly meeting with 29 Intermediate Unit Business Managers.

Ms. Alicia McDonald, Director of Student Services, pointed everyone's attention to the All In/Executive Director's report. She is very humbled and is awed by the work that our staff are doing. They are actively working as a team for the students they serve. Ms. McDonald is working closely with the school district special education directors and they continue to meet weekly. CAIU itinerant staff and consultants are still providing a high level of support to the school districts. Supervisory and administrative staff are staying busy providing much needed support. Ms. McDonald shared her appreciation of the Board's support during this time.

Ms. Rennie Gibson, Board Secretary, reminded the Board Members that the Statement of Financial Interest Forms are due no later than May 1. In addition, The CAIU's annual election is set to take place in June. Board ballots will be sent electronically for all school district board members to vote.

Dr. Thomas Calvecchio, Assistant Executive Director, provided a Human Resources update: The HR team has rallied together and is doing an amazing job in this crisis. Staff are working hard to keep up with the daily changes. They have attended multiple webinars to stay on top of legal matters pertaining to staffing. The payment process has been mobilized so that we can ensure that all staff continue to receive paychecks without missing a beat. Staff have been working on additional procedures around FBI clearances and continues to handle daily phone calls with questions/concerns. Communication Report: Our one-woman communication team, Amy Hazel, has been working very hard during this crisis. She has ensured that clear, timely, and open communication is going out to staff and stakeholders. She created a FAQ that continues to be updated; redesign the website to highlight important communication items; has ensured our messages are available in multiple languages; and surveyed staff and stakeholders to acquire needs. Dr. Calvecchio gave a shout out to the entire Leadership team.

Mr. Brian Griffith, Director of Educational Services, reported that everyone has really stepped up in the organization. His team went instantly into high gear to continue to provide education and support to school districts and CAIU staff. They quickly put together weekly trainings for the districts that more than 1000 participants from our districts have already attended. Next week we will be offering a session for administrators on teacher evaluations and how to collect data virtually. Mr. Griffith continues to meet with school district curriculum directors every week to discuss challenges and to collaborate. The CAOLA team has really stepped up. All of the students currently enrolled have been able to continue learning. In addition, we have been working with PDE to roll out online courses around the state to provide the trainings and supports that school districts need.

Mr. Len Kapp, Supervisor of Operations & Transportation, provided an update on transportation. He is working closely with the business office and legal counsel to figure out the intricacies of Act 13. We will be using similar language in our contracts as some of the school districts. Mr. Kapp also provided a safety report. We have looked at our pandemic response plan and our H1N1 plan and have modified them for a revised plan for this crisis. An Incident Command Response Team was established and has met countless times. Len shared his appreciation and gratitude for the work of this team. Facilities/Maintenance Report: His team has been providing support to all CAIU teams to keep essential functions in operation. Landscaping is ahead of schedule and looks great. His team has been great and very flexible and will begin work at Hill Top next week.

Mr. Dave Martin, Director of Technology Services, shared that he has been impressed with how everyone has come together across all teams and school districts during this crisis. Mr. Martin continues to lead a weekly TAC meeting and has developed a shared document as a collaboration tool across districts. His team has worked with schools to develop tech tips for working from home and have worked to migrate zoom so that we can control our own account and settings in order to make changes on the fly. He has taken a deeper dive into student information systems and grading systems. There has been an increase in cyber security and phishing attempts. His team is monitoring and tracking this closely to stop these attacks. Helpdesk ticket counts are back up to where they were before the closure. We have approximately fifteen hot spots available for staff and student use when needed.

Mr. Bob Frankhouser, Solicitor, asked that we keep in mind that the laws that were put in place have some unintended consequences that we are just starting to experience. There are many variables and uncertainties. The longer the closure the bigger the economic problem will be.

Dr. Andria Saia, Executive Director, highlighted the *All In* Newsletter that was available for the Board's review. This month's report was dedicated to all of the amazing staff and things happening across the IU. CAIU leadership has worked hand in hand with PDE to make virtual learning possible. CAOLA has been serving over 350,000 extra students. Alicia McDonald has worked countless hours with PDE on the Continuity of Education plan. Daren Moran is working at the state level on the financial impact and advocating for education. Brian Griffith's team has been working on offline options including low tech and no tech solutions for those that do not have wireless and devices. His team is also working with PBS stations on Stem initiatives that will broadcast lessons for families without internet. Please see the Compliments page and all of the great feedback from staff. In addition, CAIU was recognized in the Pennsylvania School Public Relations Association's ([PenSPRA](#)) 2019 Excellence in Communications Contest and received four awards for social media presence, strategic plan one-pager, compliments page, and 1st Place Award of Excellence in the Graphic Design Category for our AgendaManager booth. We continue to work hard to communicate regularly to our staff. Our Command Response team and Cabinet team have been working very diligently.

Continuity of Education Plan

CAIU's Continuity of Education Plan was available for the Board's review.

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 Members for their attendance and for adapting to the new virtual format. The CAIU Executive Director Evaluation form will be sent out for your completion. Please send evaluations to Board Secretary, Rennie Gibson, by May 15, 2020. The evaluation committee will meet virtually and will provide a report to the board at the May meeting.

Board Member Sharing of Information

- The Board Members shared their concerns about Act 1 and the tremendous effect on school district budgets and encouraged all members to be an active advocate.
- Mr. Eric Samples, Lower Dauphin SD, shared that PSBA has been hosting zoom seminars for Board members to brainstorm challenges. Rennie Gibson will forward information on how to attend.
- Mrs. Judy Crocenzi, West Shore SD, shared that West Shore SD was one of the school districts recognized for the 2020 Best Communities for Music Education. In addition, the district continues to offer Grab and Go meals 5 days a week for families in need.

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, May 28, 2020, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Dr. John Mallonee 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 9:31 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary