

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**August 22, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, August 22, 2019, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:06 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
Board Spotlight - Student Services Programs and Services	The Board Spotlight was on CAIU Student Services Programs and Services. Ms. Alicia McDonald provided a program overview of the CAIU Preschool Services, Loysville Youth Development Center, and CAIU School-age Services. She shared current statistics for our contracted Special Education Services and discussed the reconciliation model and cost per diem. She also provided an overview of the Hospital Programs.
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> Dr. Fred Baldwin (via phone), Mr. Mike Berk, Mrs. Barbara Geistwhite, Mr. Christopher Lupp, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Jean Rice, Mr. William Swanson, Mr. Ford Thompson, and Mr. J. Bruce Walter (10)</p> <p><u>Members not in attendance were,</u> Mr. Brian Carter, Mrs. Judy Crocenzi, Ms. Hara Frank, Mr. Dennis Helm, Dr. Layne Lebo, Mrs. Maria Memmi, Mrs. Brenda Myers, Mr. Eric Samples, and Mrs. Ilecia Voughs (9)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary; and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Mr. Dave Martin, Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Len Kapp, Dr. Thomas Calvecchio</p>
Recognition of the Public: Items Specific to the Agenda	There were no public items specific to the agenda.
Approval of Minutes	<p>Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, “that the July 25, 2019 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	There were no Board Committee Reports.
Treasurer’s Report	Mr. Ford Thompson moved, seconded by Dr. John Mallonee, “that the following fiscal items be approved:
Treasurer’s Report – July 2019	July 2019 Treasurer’s Report – a total of \$4,489,900.60 in receipts and \$6,615,801.54 in expenditures
Payment of Bills – July 2019	July 2019 Payment of Bills

Summary of Operations – June 2019	Summary of Operations for June 2019 showing revenues of \$97,302,832.00 and \$94,869,971.21 in expenditures
Summary of Operations – July 2019	Summary of Operations for July 2019 showing revenues of \$89,517.56 and \$3,718,558.78 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. Mike Berk moved, seconded by Mr. Bill Swanson, “that the following Budget Administration items be approved:
Proposed 2019-20 Original Budgets	The following Proposed 2019-20 Original Budgets: <ul style="list-style-type: none"> • PA Institute for Instructional Coaching • Title I, Part D - Neglected & Delinquent Subpart 2 • Title III, Part A - English Language Acquisition.”
	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 Item	Mr. Bill Swanson moved, seconded by Mr. Bruce J. Walter, “that the following Other Business Items be approved:
Contracts – July 2019	Contracts - August 2019.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies & Programs	There were no Policies and Programs.
Job Descriptions	Mrs. Barbara Geistwhite moved, seconded Dr. John Mallonee, “that the following Job Descriptions be approved:
Second Reading, Existing Position, Revised Description - Assistant Director, Student Services	Second Reading and final approval of Existing Position, Revised Description - Assistant Director, Student Services.”
	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. Mike Berk moved, seconded by Mr. Bruce J. Walter, “that the following personnel items be approved:
RESIGNATIONS	BRIELLE GLEASON, Educational Paraprofessional, Autism Support Program, effective July 31, 2019. Reason: Personal. BRANDON DEBOW, Personal Care Assistant, CATES Program, effective August 13, 2019. Reason: Personal. MARY ANN HARTLEY, Job Coach, Transition Services Program, effective August 14, 2019. Reason: Personal. SARAH HOFFEE, Speech and Language Clinician, Early Intervention Program, effective August 8, 2019. Reason: Personal. HAYLEY HOOVER, Mental Health Worker, Capital Area Mental-health Program, effective August 6, 2019. Reason: Personal. KAREN KING, Cafeteria Worker, Food Services Program, effective July 9, 2019. Reason: Personal.

NATHANIEL KREYSAR, Educational Paraprofessional, Autism Support Program, effective August 7, 2019. Reason: Personal.

DIANA MOSER, Personal Care Assistant, Autism Support Program, effective August 14, 2019. Reason: Personal.

SHIRLEY TAYLOR, Duplicating/Mail Clerk, Administrative Team, effective August 30, 2019. Reason: Retirement after more than 29 years of continuous CAIU service.

ZACHERY WEYHENMEYER, Teacher, Autism Support Program, effective June 18, 2019. Reason: Personal.

ROBERT WHITEMAN, Custodian, Administrative Team - Operations, September 6, 2019. Reason: Retirement after more than 31 years of continuous CAIU service.

CATHY WRIGHT-DANIELS, Job Coach, Transition Services Program, effective August 15, 2019. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

MACKENZIE BAKER, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, MDS Program with base salary HS, \$22,800 190 days of service with additional new hire days as required. This is a replacement position funded through the MDS budget.

JANEL BOLIG, Professional, effective date to be determined. Assignment: Physical Therapist, OT/PT Program with base salary of Masters, Step 15, \$72, 906 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.

CORINNE BORDNER, Professional, effective August 26, 2019. Assignment: Sign Language Interpreter, Interpreter Program with base salary of Bachelors, Step 7, \$52,998 for 190 days of service will be prorated for a total of 186 days with additional new hire days as required. This is a new position funded through the Interpreters budget.

ABBEY BOYLAN, Paraeducator, effective August 26, 2019. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$24,700 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

BENJAMIN DERK, Professional, effective for the 2019-2020 school year. Assignment: Behavior Consultant, Autism Support Program with base salary of Bachelors, Step 1, \$47,560 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

ROBIN DIXON, Paraeducator, effective August 19, 2019. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$24,700 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

PETER INTOCCIA, Temporary Professional, effective August 26, 2019. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Masters, Step 1, \$50,587 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Multiple Disabilities Support budget.

THERESA KEATING, Professional, effective date to be determined. Assignment: Teacher, CAMhP program with base salary of Masters Step 3, \$51, 587 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 CAMhP budget.

JUSTIN MILLER, Paraeducator, effective date to be determined. Assignment: Personal Care Aide, Autism Support Program with base salary of \$24, 700 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.

AUBREY MUPRHY, Classified Support, effective date September 5, 2019. Assignment: Secretary, Early Intervention program with base salary of \$32, 175 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the MAWA budget.

AMY MURIMI, Professional, effective date to be determined. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 12, \$65,217 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 ANPS budget.

KELLY MYERS, Professional, effective August 13, 2019. Assignment: Part-time Social Worker, ANPS Program with base salary of Masters, Step 11, \$63,116 for 190 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the ANPS budget.

MATTHEW O'DONNELL, Temporary Professional, effective August 22, 2019. Assignment: Teacher, Capital Area Mental-health Program with base salary of Bachelors, Step 2, \$48,060 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Capital Area Mental-health budget.

CHAD PELLMAN, Act 93, effective date to be determined. Assignment: Program Supervisor, with a base salary of \$ 115, 917 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the Core budget.

ALLISON PRICE, Paraeducator, effective August 26, 2019. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 171 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

KAYLA PUERZER, Paraeducator, effective August 22, 2019. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS +48, \$24,700 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

HANNAH ROHRS, Professional, effective August 22, 2019. Assignment: Long-Term Substitute Teacher, Emotional Support with base salary of Bachelors, Step 5, \$50,240 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

MICHELLE SMITH, Professional, effective August 22, 2019. Assignment: Teacher, Emotional Support Program with base salary of Masters, Step 8, \$57,601 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

JAYDE WELSH, Custodian, Administrative Team - Operations, base salary of Range 6, \$26,325 for 260 days of service will be prorated for a total of 232 days through June 30, 2020. This is a replacement position funded through the General Operating budget.

BRIDGET WIBERG, Temporary Professional, effective August 26, 2019. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$50,587 for 190 days of service will be prorated for a total of 171 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

SHANNON WONDERS, Professional, effective date to be determined. Assignment: Educational Consultant, Student Services Team with base salary of Masters +60, Step 15, \$77,639 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.

LAUREN ZAPARZYNSKI, Professional, effective August 13, 2019. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 5, \$53,269 for 190 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.

CHANGE OF STATUS

KORRYN BOGDAN, from Long Term Substitute Teacher to Professional, Deaf/Hard of Hearing Program, effective July 1, 2019.

MICHELLE DAVIS, from Program Secretary to Program Assistant, Educational Services Team, effective September 1, 2019. Change of status results in a change of salary to \$37,050 based on 260 days and will be prorated for a total of 217 days through June 30, 2020.

CHRISTIE ESWORTHY, from Long Term Substitute School Counselor to Professional, ANPS Program, effective June 14, 2019.

BARBARA FREY, from Long-Term Sub Teacher to Personal Care Aide, Direct Education Program, effective 2019-20 school year. Change of status results in a change of salary to \$28,785 based on 190 days.

COREY GELBAUGH, from Application Developer II to Application Developer III, Technology Team, effective August 1, 2019. Change of status results in a change of salary to \$84,000 based on 260 days and will be prorated for a total of 239 days through June 30, 2020.

AMI GEREB, from Educational Consultant to Program Supervisor, Training and Consultation Program, effective August 14, 2019. Change of status results in a change of salary to Act 93 Grade 3, \$115,917 based on 260 days and will be prorated for a total of 228 days through June 30, 2020.

KRISTEN OESTERLING, from Educational Paraprofessional to Job Coach, effective 2019-20. Change in position results in a payment of a \$2,950 stipend as per the Memorandum of Understanding (MOU).

EMILY REESE, from Long Term Substitute Occupational Therapist to Professional, OT/PT Program, 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.

Reports & Updates

Announcement of CAIU Retiree

The CAIU Board of Directors announced the following August 2019 CAIU Retiree: **Shirley Taylor**, Duplicating/Mail Clerk, retirement after 29 years of service

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, announced the hire of Mr. Chad Pellman, new program supervisor for Autism Support, Multiple Disabilities Support, and Extended School Year.
- Mr. Len Kapp, Supervisor of Operations & Transportation, reported that his staff are very busy with the start of the school year and classroom moves.
- Mr. Dave Martin, Director of Technology Services, reported that the upgrades that happened during the summer months appear to be going well with the start of the school year. Currently, his staff are working on the PAIUnet RFP process which provides internet for the entire state of PA. It is anticipated to go live in July 2020. Half of our Internet comes from this statewide system and the other comes from the WAN. Ramping up for the upcoming Cyber Security (KEdSS) conference on October 8, 2019.
- Mr. Daren Moran, Director of Business & Operations, reported that the business office is closing out the 2018-19 fiscal year. A pre-meeting with the auditors was held today. Operations Report: Mr. Moran gave a shout out to Len Kapp and his team for providing transportation to our school districts. With only 2.5 people managing 3 million miles of transportation, it is a tough job. Daren thanked our maintenance staff in maintaining our 80,000 square foot building on top of handling all of the classroom moves. Facility Analysis Report: A committee meeting is scheduled for today to work up a plan to present to Cabinet and to the Board on a redesign of our common spaces and upgrading our conference rooms. The new Contract Management System is anticipated to be up and running soon.
- Dr. Tom Calvecchio, Assistant Executive Director, reported on HR updates: The HR team have been very busy with processing and onboarding close to 60 employees. Staff are preparing for opening week documents for mandated reporting and working on E-signature. In addition, staff are working on a benefit fair, telemedicine, and revising the employee handbook.

In September, the Human Resources department will retreat to focus on work around their team’s mission and vision. Currently, there are ten vacancies. Communications Report: We are in the second month of CAIU Compliments and it is going well. Follow us on our social media. Dr. Calvecchio is working with the team directors on an improved mission and vision statement. A survey was sent out to gather their feedback. In addition, he is working on a calendar of celebrations of staff. The first celebration will be Teaching Assistant Appreciation Day in September.

- Mr. Brian Griffith, Director of Educational Services, reported on training and professional development. The first Guest Teacher training was held. This is a 2-day training to prepare students for the classroom. It is for anyone who has a bachelor’s degree so they can serve as a substitute teacher in our school districts to help fill a large gap. We have been running various networks and the Reading Network has really taken off. In addition, we have been providing High Impact Strategies training for over ten years. All student teachers are required to attend this training. We have trained close to 200 student teachers and do a lot of training around student engagement which ties to PBS (positive behavior support).
- Mrs. Rennie Gibson, Board secretary, reported that all Board Member photos have been moved to our website. Our first professional development session for support staff will be held on September 24 with Dan Rockwell on *How to Manage Energy and Enjoy Work*. A 2019-20 calendar of professional development opportunities will be shared out soon and will include several opportunities for school district support staff to participate in as well. Reminder to review candidates for the 2019-20 PSBA Elections. We will vote on the Slate of Officers at our September Board meeting.
- Dr. Andria Saia, Executive Director, reported on the Executive Director’s Report/Newsletter, CAIU: ALL IN! She highlighted the *Did You Know* section on Mazzitti and Sullivan and the EAP services available for our staff. Dr. Saia also highlighted the Student Services program days, ESY Fishing Derby, and the Powered by Interns article. This article was written by Alex Rudawski, one of our interns that worked with Amy Beaver. Dr. Saia provided a report on her recent activities which included her work with the Alliance and the Partnership for Career Development and a Safe Schools grant submittal for PeaceBeats program. In addition, the Cabinet team is working to finalize the CAIU Strategic Plan and Goals. Dr. Saia has begun work to develop a team around the possibility of starting a teaching and learning career pathway. She also announced that Dauphin County Technical School voted on the hire of a new director last evening, Dr. Karen Pflugh. The CAIU did the Director Search. Beginning in September, our monthly SAC meetings will include a School District Spotlights. We will start in September with an update on the Harrisburg School District by Dr. John George.

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 at this morning’s meeting.
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 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, September 26, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite, “that the meeting is adjourned.”

Adjournment

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

At 9:18 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary