

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 27, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 27, 2020, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:02 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Jean Rice.
- EXECUTIVE SESSION** At 8:03 a.m., the Board entered into an Executive Session to discuss Personnel Matters.
- REGULAR BOARD MEETING** At 8:14 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, Mrs. Judy Crocenzi, Mr. Dennis Helm, Mrs. Emily Hoffman, Dr. Layne Lebo, Mrs. Brenda Myers, Mrs. Jean Rice, Mrs. Patricia Schaffer, Mrs. Tricia Steiner (appointed during regular meeting), Mr. William Swanson, Mr. Ford Thompson, and Mr. J. Bruce Walter (12)
Members not in attendance were: Mr. Brian Carter, Mrs. Barbara Geistwhite, Mr. Christopher Lupp, Dr. John Mallonee, Mr. Eric Samples, and Mrs. Ilecia Voughs (6)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary
Staff/Public in attendance were: Ms. Dawn Sager, Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, and Mr. Len Kapp
- Board Member Resignation **Mrs. Paula Bussard moved, seconded by Mrs. Judy Crocenzi**, “to accept the resignation from the CAIU Board for the following Board Members:
- Mrs. Maria Memmi, Derry Township School District, from the CAIU Board of Directors, effective January 23, 2020 per email.
 - Ms. Elizabeth Knouse, South Middleton School District, from the CAIU Board of Directors, effective February 25, 2020 per email.”
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- Appointment of New Board Member **Mrs. Judy Crocenzi moved, seconded by Mr. J. Bruce Walter**, “to approve the appointment of new Board Member: **Mrs. Tricia Steiner**, Derry Township SD, to fill an unexpired term from February 27, 2020 until June 30, 2020.”
- 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:** There was no public in attendance.
Items Specific to the Agenda

Approval of Minutes	<p>Mr. William Swanson moved, seconded by Mr. Ford Thompson, “that the January 23, 2020 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	<p>Mr. Dennis Helm moved, seconded by Mr. J. Bruce Walter, “that the following fiscal items be approved:</p>
Treasurer’s Report – January 2020	January 2020 Treasurer’s Report – a total of \$7,943,788.50 in receipts and \$7,720,809.39 in expenditures
Payment of Bills – January 2020	January 2020 Payment of Bills
Summary of Operations – January 2020	<p>Summary of Operations for January 2020 showing revenues of \$57,606,054.67 and \$44,161,086.14 in expenditures.”</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>
Budget Administration	Mr. Ford Thompson moved, seconded by Mrs. Judy Crocenzi, “that the following Budget Administration Items be approved:
Proposed 2019-20 Budget Revisions	<p>The following Proposed 2019- 20 Budget Revisions:</p> <ul style="list-style-type: none"> • Early Intervention Access Program • Early Intervention IDEA 611 • Early Intervention IDEA 619 • Early Intervention.” <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Proposed 2020-21 General Operating Budget (2 nd Reading)	<p>Mr. J. Bruce Walter moved, seconded by Mrs. Tricia Steiner, “that the Proposed 2020-21 General Operating Budget be approved.”</p> <p>Motion passed with a roll call: Mrs. Paula Bussard, yes; Mrs. Judy Crocenzi, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Dr. Layne Lebo, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mrs. Patricia Schaffer, yes; Ms. Tricia Steiner yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes; and Mr. J. Bruce Walter, yes. (12-yes; 0-no)</p>
Other Fiscal Matters	There were no Other Fiscal Matters
Other Business Items	<p>Mrs. Paula Bussard moved, seconded by Mr. Dennis Helm, “that the following Other Business Items be approved:</p>
Contracts - February 2020	Contracts - February 2020.”
	<p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Policies & Programs	<p>Mrs. Tricia Steiner moved, seconded by Mr. J. Bruce Walter, “that the following Policies & Programs be approved:</p>

Second Reading, Revised Policies

Second Reading and Approval of the following revised policies :

- Policy #610 - Purchases Subject to Bid/Quotation
- Policy #611 - Purchases Budgeted
- Policy #626 Attachment – Procurement.”

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

Second Reading, Revised Policy #705 - Safety

Dr. Layne Lebo moved, seconded by Mrs. Judy Crocenzi, “that the second reading and approval of Policy #705 – Safety be tabled to the March Board Meeting to also include CAIU’s safety plan for review.”

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. Tricia Steiner moved, seconded by Mr. Dennis Helm , “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Description

Second Reading and approval of the following Existing Positions, Revised Descriptions:

- Contract and Child Accounting Coordinator
- Data Systems Supervisor.”

Motion passed with a roll call: Mrs. Paula Bussard, yes; Mrs. Judy Crocenzi, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Dr. Layne Lebo, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mrs. Patricia Schaffer, yes; Ms. Tricia Steiner yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes; and Mr. J. Bruce Walter, yes. (12-yes; 0-no)

Personnel Items

Mr. J. Bruce Walter moved, seconded by Mrs. Tricia Steiner, “that the following personnel items be approved:

RESIGNATIONS

- TINA FORD**, Educational Paraprofessional, Early Intervention Program, effective March 6, 2020. Reason: Personal.
- ALLISON HOOVER**, Certified Occupational Therapist Assistant, OT/PT Program, effective March 6, 2020. Reason: Personal.
- SARAH KELLY**, Educational Consultant, Educational Services Team, effective March 6, 2020. Reason: Personal.
- AUBRIE MURPHY**, Program Secretary, Early Intervention Program, effective March 6, 2020. Reason: Personal.
- ADAM SHICKLEY**, Teacher, Center Point Day Program, effective March 2, 2020. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- JENNIFER BENSHOOF**, Temporary Professional, effective date to be determined. Assignment: School Psychologist, Early Intervention Program with base salary of Masters+30, Step 15, \$74,793 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.
- MATTHEW DELIBERTY**, Paraeducator, effective February 20, 2020. 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 67 days with additional new hire days as required. This is a new position funded through the MAWA budget.
- ZACHARY FEISTER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$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 new position funded through the MAWA budget.

AMY FLICK, Temporary Professional, effective date to be determined. Assignment: Physical Therapist, OT/PT Program 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 new position funded through the OT/PT budget.

MIRANDA HALDEMAN, Temporary Professional, effective March 9, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 8, \$57,601 for 190 days of service will be prorated for a total of 55 days with additional new hire days as required. This is a new position funded through the MAWA budget.

J Aidyn Jackson, Technology Support Specialist I, Technology Team, effective February 18, 2020 with base salary of Range 1, \$37,479.35 for 260 days of service will be prorated for a total of 96 days through June 30, 2020. This is a replacement position funded through the Data Processing General Operating budget.

CARA JURY, Temporary Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$50,587 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 new position funded through the OT/PT budget.

SHERIDAN NELSON, Paraeducator, effective February 20, 2020. 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 67 days with additional new hire days as required. This is a new position funded through the MAWA budget.

KATHLEEN O'CONNOR, Temporary Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters, Step 8, \$57,601 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.

TONY OYOLA, Temporary Professional, effective date to be determined. Assignment: Long Term Substitute Teacher, Center Point Day Program with base salary of Masters+60, Step 5, \$58,829 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 Diakon CP budget.

BRIANNA ROWE, Temporary Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary of Masters, Step 1, \$50,587 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 new position funded through the OT/PT budget.

CHANGE OF STATUS

BARBARA FREY, change in the end date of Long Term Substitute Floater Teacher assignment from February 14, 2020 to February 21, 2020.

ERIKA GROVE, from Long Term Substitute Teacher to Temporary Professional, Center Point Day Program, effective February 3, 2020.

MEGHAN HARVEY, from Educational Consultant to Assistant Program Supervisor, Early Intervention Speech and Language Program, effective date to be determined. Change of status results in a change of salary to Act 93, Grade 4, \$107,319 based on 260 days and will be prorated based on the number of days worked through June 30, 2020.

CHRISTA MCMAHON, Educational Paraprofessional, Early Intervention Program, from part-time to full-time status, effective January 27, 2020.

IRENE REEDY, from Educational Consultant, Educational Services Team to Project Supervisor, Student Services Team, effective March 2, 2020. Change of status results in a change of salary to \$73,800 based on 260 days and will be prorated for a total of 87 days through June 30, 2020."

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 – Mid-Year Review	Dr. Andria Saia presented her mid-year review. Her personal goals are aligned to each of the CAIU Strategic Priorities. She provided an update under each priority.
Departing Board Member	At 8:47 a.m., Mr. J. Bruce Walter departed the meeting.
Announcement of CAIU Retirees	There were no retirees this month.
CAIU Team Reports	<ul style="list-style-type: none"> • Ms. Alicia McDonald, Director of Student Services, reported that staff from the Preschool/Early Intervention team submitted and received a CAIU Innovation Grant for development of a Rapid Response Team. This team put a protocol together for a rapid response hotline to respond to crisis and provide support to staff and students to assist in stabilizing the situation. The team has already successfully responded to over 13 situations over the last several months. The state recognized this important work and offered grant money to the group to develop a model and toolkit to be replicated across the state. Thanks to Daren Moran for the CAIU Innovation Grant Program, that provides the opportunity for these great ideas. • Mr. Len Kapp, Supervisor of Operations & Transportation, provided a Safety and Security report: The PA Crime and Delinquency Department recently announced who received part of the 60 million dollar meritorious and competitive grants. Most school districts were awarded meritorious grants. Mr. Kapp also reported that there has been recent movement on the land development next door. Transfer of ownership is expected to happen by May 2020. • Mr. Dave Martin, Director of Technology Services, reported on the phishing simulation software, a regional solution with 15 school districts participating. The first campaign was just launched by a mock phishing email being sent out to gather baseline data. 42% of recipients clicked on the link triggering an automatic email to the recipient explaining about phishing and how to protect yourself. Mr. Martin highlighted the celebration of our 19-20 Interns in the All In report. Interviews for next year's interns have already begun. • Mr. Brian Griffith, Director of Educational Services, provided an update on state mandates: School districts are mandated to offer CPR this year for high schools. The state released a draft toolkit last week. Most school districts are offering the training through their health or physical education departments. There are new requirements for 2021 to administer a civic assessment to all high school students anytime during their high school years. Please note – this is not a graduation requirement. School districts are required to report every two years the number of students that took the assessment and the number that passed. A book of all mandates was printed and provided to the Board Members. As we receive changes, updates will be distributed. Congratulations to Scott Snyder, Instructional Coaching and Technology Consultant, as he was this year's recipient of the ISTE Making IT Happen award. This is national award to honor outstanding educators and leaders who demonstrate extraordinary commitment, leadership, courage and persistence in improving digital learning opportunities for students. • Dr. Andria Saia, Executive Director, highlighted the <i>All In</i> Newsletter that was available for the Board's review. She highlighted The CAIU's celebration of National Compliment Day and National Have Fun at Work Day. In addition, one of our Program Supervisors, Kathy Gottlieb, as part of her leadership goal, took initiative and submitted a great article on Growing our EQ. Dr. Saia reported on this month's School District Spotlight which was Middletown Area SD's MATES program: Trauma Informed Care. Please share the great things that are happening in your districts.

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. She also highlighted her activities and updates.

President's Report Mrs. Jean Rice thanked the Board Members for their attendance.

Board Member Sharing of Information There were no Board Members Sharing of Information.

Information Items The February 19, 2020 SAC meeting minutes were available for the Board's review.

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, March 26, 2020, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment **Mrs. Judy Crocenzi moved, seconded by Mr. Dennis Helm, "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 9:25 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary