

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**November 21, 2019**

### MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 21, 2019, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	At 8:04 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by Vice President, Mrs. Judy Crocenzi.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> Dr. Fred Baldwin, Mr. Mike Berk, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Dr. Layne Lebo (arrived after roll call), Mr. Christopher Lupp, Mrs. Brenda Myers, Mrs. Jean Rice (virtually), Mr. Eric Samples, Mr. Ford Thompson, and Mr. J. Bruce Walter (11)</p> <p><b><u>Members not in attendance were</u></b> Mr. Brian Carter, Ms. Hara Frank, Mr. Dennis Helm, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mr. William Swanson, and Mrs. Ilecia Voughs (8)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary; and Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Dr. Thomas Calvecchio, Mr. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, and Mr. Len Kapp</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	The Board welcomed Michele Sholder, CAIU Union President, Cara Link, Social Worker intern, and Mr. Jeff Walker, CPA Senior Manager, Brown Schultz Sheridan & Fritz (BSSF)
<b>Approval of Minutes</b>	<p><b>Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite,</b> “that the October 24, 2019 minutes be approved.”</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Board Committee Report</b>	There were no Board Committee Reports.
<b>Treasurer’s Report</b>	<b>Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,</b> “that the following fiscal items be approved:
Treasurer’s Report – October 2019	October 2019 Treasurer’s Report – a total of \$8,417,560.67 in receipts and \$6,959,367.32 in expenditures
Payment of Bills – October 2019	October 2019 Payment of Bills
Summary of Operations – October 2019	Summary of Operations for October 2019 showing revenues of \$27,463,375.39 and \$21,801,466.39 in expenditures.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	There were no Budget Administration items.

<b>Other Fiscal Matters</b>	There were no Other Fiscal Matters.
<b>Other Business Items</b>	
Contracts – November 2019	<p><b>Mr. Mike Berk moved, seconded by Mr. Eric Samples</b>, “that the Contracts - November 2019 be approved.”</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Arriving Board Member</b>	At approximately 8:08 a.m., Dr. Layne Lebo arrived at the Board meeting.
<b>Policies &amp; Programs</b>	<b>Mr. Ford Thompson moved, seconded by Mr. Mike Berk</b> , “that the following Policies & Programs be approved:
First Reading, New Policy #209.1 – Food Allergy Management	First Reading, New Policy #209.1 – Food Allergy Management
First Reading - Revised Policies	<p>First Reading-Revised Policies:</p> <ul style="list-style-type: none"> <li>• Policy #333 - Professional Development</li> <li>• Policy #100 - Program of Services</li> <li>• Policy #913 - Non-School Organizations/Groups/Individuals.”</li> </ul> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Job Descriptions</b>	<b>Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite</b> , “that the following Job Descriptions be approved:
First Reading, Existing Position, Revised Description	<p>First Reading, Existing Position, Revised Descriptions:</p> <ul style="list-style-type: none"> <li>• ACCESS Program Coordinator</li> <li>• ACCESS Program Secretary</li> </ul>
First Reading, Existing Position, New Description	<p>First Reading, Existing Position, New Descriptions:</p> <ul style="list-style-type: none"> <li>• ANPS School Counselor</li> <li>• Business Development Manager</li> </ul>
First Reading, New Position, New Description - Assistant Supervisor - Speech & Language	First Reading, New Position, New Description - Assistant Supervisor - Speech & Language
First Reading, New Position, Revised Description - Projects Supervisor	First Reading, New Position, Revised Description - Projects Supervisor.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Personnel Items</b>	<b>Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite</b> , “that the following personnel items be approved:
RESIGNATIONS	<p><b>KAREN CONWAY</b>, Educational Paraprofessional, Emotional Support Program, effective July 17, 2019. Reason: Personal.</p> <p><b>LORI FEIDT</b>, Teacher, Loysville Youth Development Center, effective December 19, 2019. Reason: Personal.</p>

**MARIA LAZZAREVICH**, Speech and Language Clinician, Early Intervention Program, effective October 22, 2019. Reason: Employee passed away while on leave after more than 10 years of CAIU service.

**AMY SILVA**, Mental Health Treatment Specialist, Pupil Services Program, effective December 4, 2019. Reason: Retirement after more than 12 years of continuous CAIU service.

**MICHELLE SMITH**, Teacher, Multiple Disabilities Support Program, effective December 20, 2019. Reason: Personal.

**ANTHONY TALIANI**, Personal Care Assistant, Emotional Support Program, effective November 12, 2019. Reason: Personal.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**MARCIE EMLET**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$22,800 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 Emotional Support budget.

**JERRY FRITZ**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support 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 replacement position funded through the Emotional Support budget.

**MAITLAND KNEPPER**, Paraeducator, effective date to be determined. Assignment: Part-time Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$31,423 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.

**DANIEL KOISHAL**, Professional, effective date to be determined. Assignment: Teacher, Loysville Youth Development Center with base salary of Masters, Step 15, \$72,096 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 Loysville Youth Development Center budget.

**KELLY MORRISON**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism Support 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 replacement position funded through the Autism Support budget.

**RYAN RENAUD**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support 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 replacement position funded through the Emotional Support budget.

**KRISTEN SKAUGEN**, Professional, effective date to be determined. Assignment: Physical Education Teacher/Floater Teacher, Student Services Team with base salary of Masters+15, Step 5, \$54,549 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 Physical Education/Floater budget.

**JAIMEE SWEGER**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$22,800 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 Emotional Support budget.

**ALYSSA WERTZ**, Paraeducator, effective date to be determined. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+30, Step 4, \$31,423 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**, from Paraprofessional to Long Term Substitute Floater Teacher, effective October 30, 2019 – February 14, 2020. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,060 for 190 days of service will be prorated for a total of 65 days. This is a replacement position funded through the Floaters budget.

**ERIKA GROVE**, from Long Term Substitute Floater Teacher to Long Term Substitute Teacher, effective October 28, 2019 – June 8, 2020. Change of status results in a change of salary to the full Masters, Step 3, \$51,587 for 190 days of service and will be prorated for a total of 140 days.

**BENNETT SMITH**, Teacher/Communication Facilitator, Student Services Team, from full-time to part-time status, effective October 21, 2019 – December 13, 2019.

**SARAH TURNER**, Teacher, ESL Program, from part-time to full-time status, effective November 4, 2019.

## LEAVE OF ABSENCE

**RANDALL JOHNSON**, Mental Health Worker, Student Services Team, unpaid leave of absence from November 11, 2019 – November 18, 2019 as per CAIU policy, practice, and procedure.”

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

## Reports &amp; Updates

2018-19 Audit Report Presentation

Mr. Daren Moran introduced Jeffrey Walker, CPA Senior Manager, Brown Schultz Sheridan & Fritz (BSSF), who provided a comprehensive overview of the 2018-19 Audit Report.

Board Spotlight - Superintendent's Fall Leadership Conference

Dr. Andria Saia provided an overview of the Fall Leadership Conference held in Montgomery Alabama. This year's topic was Understanding Defining Moments in History. The three day conference consisted of group discussions led by the Schlecty Group and visits to the Legacy and Memorial for Peace and Justice Museum. Participants gained a deeper knowledge and understanding of the challenges that our children and families are facing and saw equity from a different lens. All agreed that this was a life changing and deeply impactful conference.

Announcement of CAIU Retiree

There were no retirees this month.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, reported that the CAIU sponsored six districts to attend the Stand Up for Children- PAIU Conference. This is a value-added service provided at no cost to our schools. There were several Keynote speakers that addressed the stress that educators face as well as sessions that addressed student trauma and how to increase sensitivity in our programming. We just completed the ELECT (Education Leading to Employment and Career Training) monitoring and received positive, immediate feedback. A report is expected to follow. We are now able to support fathers in addition, to mothers. Reminder, the Hill Top Thanksgiving luncheon is today.
- Mr. Len Kapp, Supervisor of Operations & Transportation, reported that East Pennsboro Township approved the land development plan of the 48 acres in October. This will not impact The Miller house or the CAIU at this time. Mr. Kapp provided a safety report: The CAIU held a building wide safety meeting this week in preparation of an active threat drill happening next week prior to the holiday. Transportation report: There continues to be a severe driver shortage with no relief in sight. Local transportation supervisors meet quarterly to discuss issues and brainstorm solutions.

- Mr. Dave Martin, Director of Technology Services, reported on the First Annual AgendaManger's User Conference held on November 7 at CAIU. We had 46 registered attendees from 23 different service agencies and school districts, including our strategic partners from CESA 7 in Wisconsin. Currently, there are several potential clients in a trial stage including a Service Agency in Washington and a School District in California. We are looking forward to continued growth. Mr. Martin provided an update on PhishMe, which is a software package to train teachers/staff how to recognize phishing emails. We have worked with the state and have negotiated a consortium package to save districts money. Our districts have currently requested 3,300 licenses which will save our region approximately \$25,000 if they went out on their own. We are also looking to join a new consortium with the state to purchase advanced sensors that will reside at each Intermediate Unit in the Commonwealth and will assist in detecting Cyber Threats.
- Mr. Daren Moran, Director of Business & Operations, reported that the business office has been focusing on the audit. This week, we held a Capital Area School Business Officials (CASBO) meeting. Gallagher Insurance provided a wonderful presentation. Interestingly, they are seeing spikes in Worker's Comp Claims due to trauma relating to Active Shooter drills and trainings. In addition, from a liability insurance point of view, they are seeing a spike in claims relating to phishing attacks on direct deposit accounts of paychecks. Mr. Moran has partnered with the technology department to put together a copier consortium to minimize the costs for our school districts by offering very aggressive pricing. Approximately 30 people from our local districts attended a kick-off meeting yesterday. Last week the PAIU Business Managers met. The Auditor General's office came out to speak to the group about common issues, shared ideas, and best practices.
- Dr. Tom Calvecchio, Assistant Executive Director, reported that today ends our Open enrollment period at the CAIU. On Tuesday, we held an Open Enrollment Benefits Fair. Attendance was good and we received good feedback from participating vendors. Dr. Calvecchio provided a communications update: We are in the process of doing a minimal brand polish; selecting new color palettes, font, and tag lines in line with our strategic plan. We took a hard look at our monthly leadership meeting to re-align the meeting agenda to our strategic plan. In addition, we have included deliberate leadership trainings around a needs survey/assessment that participants completed. Tuesday was our first meeting with the new format and it went really well. Today is Children's Grief Awareness Day. Our ANPS will be out and about with their staff to spread awareness.
- Mr. Brian Griffith, Director of Educational Services, reported that he just got back last evening from the Personalized Learning Conference (PLearn) Southeast held in Atlanta, Georgia. There were approximately 200 participants. A team from West Shore SD presented and there were several great Keynote speakers. The feedback from participants was very good. The Mid-Atlantic Conference will be held this March. Recent communications have been sent about Pennsylvania school district's implementation of Alternate Education of Disruptive Youth (AEDY) programs in our state. This has led to some federal civil rights violations, specifically related to ESL and IEP students. As part of a recent settlement agreement, PA has put in place rigorous corrective actions that will funnel down to all school districts. Trainings and supports will be provided to our school districts. A complaint process will be implemented and there will be an increased focus on English Learners requiring that PA report two times a year on certified ESL teachers. All high schools will be required to have a PBIS system in place. It will be a heavy lift for school districts to come into compliance. Mr. Griffith also provided an update on Act 35 Civic Assessment requirements that are going into effect in 2021. A report on number of students and scores will be required every 2 years.

- Dr. Andria Saia, Executive Director, Highlighted the Did You Know article on the Enola Miller House. The CAIU Wellness Committee ran a Food Drive in October collecting over 870lbs of food. Hill Top Academy staff raised over \$400 through “Wear Pink” dress down days in October in support of breast cancer research. Dr. Saia also highlighted that the CAIU is joining in celebrating American Education Week this week and shared our planned events for the week.

**Departing Board Members**

At approximately 9:09 a.m., Mr. Ford Thompson departed the Board Meeting.  
At approximately 9:12 a.m., Mrs. Brenda Myers departed the Board Meeting.

**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. In October she testified before the Senate Education Committee on Cyber schools, enrolled in and attended Secretary Rivera's Superintendent's Academy. Dr. Saia has been working on a regional response and solution to the teacher shortage. She invited the Board Members to attend several upcoming events including our Annual All Staff Day on Friday, January 17.

**President's Report**

There was no President's Report.

**Board Member Sharing of Information**

- Mr. Bruce Walter, Millersburg SD, reported that the Millersburg School Board would be voting that evening on merging with Upper Dauphin SD and entering into the second phase of the feasibility study.
- Mr. Mike Berk, South Middleton SD, reported that this was his last CAIU Board meeting.
- Dr. Fred Baldwin, Carlisle SD, reported that this was his last CAIU Board meeting. Dr. Baldwin also spoke about the importance of advocacy and suggested that perhaps we consider using some of our Board committee sessions to educate the Board Members on politics in Harrisburg, the process of bills, and how to advocate for stronger schools.

**Departing Board Member**

At approximately 9:21 a.m., Mr. Bruce J. Walter departed the Board Meeting.

**Information Items**

A thank you note regarding the Board visit to Loysville Youth Development Center was 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, December 19, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mr. Mike Berk moved, seconded by Mr. Ford Thompson,** “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 9:32 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary