

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 26, 2019**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 26, 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 legal matters.
REGULAR BOARD MEETING	At 8:28 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	<p><u>Members in attendance were:</u> Dr. Fred Baldwin, Mr. Mike Berk, Mrs. Mr. Brian Carter, Mrs. Judy Crocenzi, Ms. Hara Frank, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mr. Christopher Lupp, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. William Swanson, Mr. Ford Thompson, Mrs. Ilecia Voughs, and Mr. J. Bruce Walter (17)</p> <p><u>Members not in attendance were,</u> Dr. Layne Lebo and Mrs. Maria Memmi(2)</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. Brian Griffith, Ms. Alicia McDonald, Mr. Dave Martin, Mr. Len Kapp, Dr. Thomas Calvecchio, George DeMartyn</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 Dr. John Mallonee, “that the August 22, 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 Mr. Eric Samples, “that the following fiscal items be approved:
Treasurer’s Report – August 2019	August 2019 Treasurer’s Report – a total of \$7,753,994.24 in receipts and \$6,672,038.12 in expenditures
Payment of Bills – August 2019	August 2019 Payment of Bills
Summary of Operations – June 2019	Summary of Operations for June 2019 showing revenues of \$98,058,078.71 and \$97,258,142.59 in expenditures

Summary of Operations – August 2019	Summary of Operations for August 2019 showing revenues of \$9,192,568.54 and \$7,790,539.02 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	There were no Budget Administration Items.
Other Fiscal Matters	There were no Other Fiscal Matters.
Other Business Items	
Contracts – September 2019	Mr. Mike Berk moved, seconded by Mr. Dennis Helm , “that the Contracts - September 2019 be approved.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
2020 PSBA Election of Officers	Mr. Dennis Helm moved, seconded by Mr. Mike Berk , “that the following PSBA Officers be elected:
	<ul style="list-style-type: none"> • President-Elect - Art Levinowitz, Upper Dublin SD • Vice - President - David Hein, Parkland SD • Central At Large - Julie Preston, Northern Tioga SD • Section 1 Advisor - Sabrina Backer, Franklin Area SD • Section 3 Advisor - Ron Cole, Sayre Area SD • Section 5 Advisor - Marsha Pleta, Washington SD • Section 7 Advisor - Tricia Steiner, Derry Township SD.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
PSBA Insurance Trustee	Mr. Mike Berk moved, seconded by Mrs. Barbara Geistwhite , “that the following be elected as PSBA Insurance Trustees for a 3-year term ending 12/31/2022:
	<ul style="list-style-type: none"> • Kathy Swope, Lewisburg Area SD • Mark Miller, Centennial SD.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
PSBA School Board Secretary Forum Steering Committee	Mr. Dennis Helm moved, seconded by Mr. Mike Berk , “that the following be elected to the School Board Secretary Forum Steering Committee for a 2-year term ending 12/31/2021:
	<ul style="list-style-type: none"> • Bethanne Zeigler, Shikellamy SD • Jaime Lynn Zimerofsky, Schuylkill IU29 & Technology Center • Jennifer Davidson, Manheim Township SD.”
	Motion passed with a roll call vote as fourteen members present voting in the affirmative and three members, Mr. Ford Thompson, Dr. Elisabeth Mclean, and Mr. Brian Carter, abstained.
Cooperative Agreement (Development of Land)	Mr. Ford Thompson moved, seconded by Mr. William Swanson , “that the Cooperative Agreement between Cumberland County Industrial Development Authority, East Pennsboro Township, 200 First Street Associates, LLC, Metropolitan 7, LLC, and Capital Area Intermediate Unit for the development of the 47 acre tract of land be approved.”

Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mr. Mike Berk, yes; Mrs. Mr. Brian Carter, yes; Mrs. Judy Crocenzi, yes; Ms. Hara Frank, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mr. Christopher Lupp, yes; Dr. John Mallonee, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes; Mrs. Ilceia Voughs, yes; and Mr. J. Bruce Walter, yes.

Mr. George DeMartyn, East Pennsboro Historical Society, commented that the Historical Society fully agrees and supports this plan and thanked the Board for their support in preserving the historic house.

Policies & Programs

Mr. Mike Berk moved, seconded by Mr. Eric Samples, “that the following Policies & Programs be approved:

First Reading - Revised Policies

First Reading-Revised Policies:

- Revised Policy #335 – FMLA
- Revised Policy #220 - Student Expression/Distribution & Posting of Materials

First Reading, New Policy #702.1 - Crowdfunding

First Reading, New Policy #702.1 – Crowdfunding.”

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

Job Descriptions

There were no Job Descriptions.

Personnel Items

Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following personnel items be approved:

RESIGNATIONS

- **MARYA DEMPSEY**, Educational Paraprofessional, Multiple Disabilities Support Program, effective August 30, 2019. Reason: Personal.
- **ROBIN DIXON**, Personal Care Assistant, Autism Support Program, effective September 30, 2019. Reason: Personal
- **SARAH FINDLAY**, Teacher, Emotional Support Program, effective August 30, 2019. Reason: Personal.
- **DIANE GRAYBILL**, Audiologist, Student Services Team, effective September 12, 2019. Reason: Personal.
- **MICHELE MARSICO**, Teacher, ESL Program, effective August 20, 2019. Reason: Transfer of Entity to Harrisburg School District.
- **HANNAH ROHRS**, Long Term Substitute Teacher, Emotional Support Program, effective September 10, 2019. Reason: Personal.
- **BETSY SHERLOCK**, Educational Paraprofessional, Early Intervention Program, effective October 1, 2019. Reason: Retirement after 29 years of continuous CAIU service.
- **JENNIFER SNITZER**, School Counselor, CATES Program, effective August 7, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **AUTUMN BOOTHES**, Temporary Professional, effective date to be determined. Assignment: Teacher, Vision Program with base salary of Bachelors, Step 1, \$47,560 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 Vision budget.
- **BRIDGET CALVIN**, Professional, effective October 15, 2019. Assignment: Teacher, Loysville Youth Development Center with base salary of Bachelors, Step 7, \$52,998 for 190 days of service will be prorated for a total of 151 days with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.

- **JOEL CEKOVICH**, Paraeducator, effective date to be determined. Assignment: Job Coach, Transition 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 Transition budget.
- **MIRANDA FORTENBAUGH**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Autism 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 Autism Support budget.
- **ABIGAIL FOSTER**, Intern, Student Services Team, effective August 22, 2019. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **KATELYN HIPPLE**, Intern, Student Services Team, effective August 22, 2019. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **TINA JOHNSON**, Paraeducator, effective September 16, 2019. Assignment: Personal Care Assistant, Multiple Disabilities Support Program with base salary of HS, \$22,800 for 190 days of service will be prorated for a total of 170 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.
- **ALEXIS KRICK**, Intern, Student Services Team, effective August 22, 2019. Hourly rate will be \$14.00. This is a temporary intern position funded through the Classroom budget.
- **SARA LOBAUGH**, Professional, effective date to be determined. Assignment: Educational Consultant, Training and Consultation 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 replacement position funded through the Training and Consultation budget.
- **KIMBERLY MICHAEL**, Paraeducator, effective September 9, 2019. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$22,800 for 190 days of service will be prorated for a total of 179 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHAEL NEASE**, Paraeducator, effective September 23, 2019. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **HANNAH ROHRS**, Paraeducator, effective September 24, 2019. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 163 days with additional new hire days as required. This is a new position funded through the Autism Support budget. Employee resigned as a Long Term Substitute Teacher and is being rehired as an Educational Paraprofessional.
- **KAYLA STERNER**, Application Support Specialist II, Technology Team, effective September 11, 2019 with base salary of Range 1, \$40,000 for 260 days of service will be prorated for a total of 210 days through June 30, 2020. This is a replacement position funded through the PowerSchool budget.
- **ARIANA TANEY**, Paraeducator, effective September 3, 2019. Assignment: Educational Paraprofessional, CATES Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 184 days with additional new hire days as required. This is a replacement position funded through the CATES budget.

- **TANA THOMAS**, Duplicating Mail Clerk/Receptionist, Administrative Team, effective August 22, 2019 with base salary of Range 5, \$27,300 for 260 days of service will be prorated for a total of 224 days through June 30, 2020. This is a replacement position funded through the General Operating budget.
- **ALLISON WEIRICH**, Paraeducator, effective September 23, 2019. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$22,800 for 190 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHAEL ZARKER**, Warehouse and Maintenance Technician, Administrative Team - Operations, effective date to be determined. Base salary of Range 4, \$36,000 for 260 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 General Operating budget.

CHANGE OF STATUS

- **AMY CSERNY**, from Business Analyst I to Business Analyst II, Technology Team, effective September 26, 2019. Change of status results in a change of salary to \$59,740 which is based on 260 days and will be prorated for a total of 197 days through June 30, 2020.
- **ERIN ELLISON**, Teacher, Deaf/Hard of Hearing Program, from part-time to full-time status, effective August 19, 2019.
- **JENNIFER KRAUS**, from Educational Paraprofessional to Mental Health Worker, Capital Area Mental-health Program, effective August 22, 2019. Change of status results in a change of salary to MHW HS, Step 4, \$31,421 for 190 days of service.
- **MITZI MCKENZIE**, from Educational Paraprofessional to Mental Health Worker, Capital Area Mental-health Program, effective August 26, 2019. Change of status results in a change of salary to MHW Bachelors, Step 6, \$35,223 for 190 days of service.
- **TESSA MORAN**, from Teacher to Floater Teacher, effective September 11, 2019 – September 17, 2019. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$48,060 for the number of days worked as a Floater. Employee resumed original assignment of Teacher on September 18, 2019.
- **BENNETT SMITH**, from Educational Paraprofessional to Long Term Substitute Teacher/Communication Facilitator, Deaf/Hard of Hearing Program, effective August 26, 2019. Employee will split the day between both job roles. Change of status results in a change of salary to \$47,560/\$24,700 based on 190 days.”

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

The Board Spotlight was on Board Relationship Building. Dr. Andria Saia spoke about why relationship building is so important and how it results in increased engagement, improved teamwork/collaboration, improved moral, and employee retention. She talked about the factors of relationship building and showed how to prioritize it in our daily activities and interactions with others. The group participated in a relationship building activity.

Announcement of CAIU Retiree

Congratulations to the following September 2019 CAIU Retirees:

- **Robert Whiteman**, Custodian, retirement after 31 years of service
- **Deborah Evans**, Supervisor of Training and Consultation, retirement after 33 years of service.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, reported that today is a CAIU Early Intervention Staff professional development day. CAIU is implementing the PATHS curriculum to improve the social emotional development of children and is developing a Rapid Response Team to better support community preschools who are dealing with challenging behaviors. Barley Snyder attorneys presented on Trauma Sensitive 504 plans and IEPS at the last Special Education Advisory Committee meeting.
- Mr. Len Kapp, Supervisor of Operations & Transportation, provided a safety report. Mr. Kapp continues to attend numerous regional and local meetings with Cumberland and Dauphin County Safe Schools groups. Transportation Report – there continues to be a severe driver shortage which presents a very challenging situation for the CAIU and school districts. Facilities Report – Staff are currently doing fall clean-up and preparing for winter.
- Mr. Dave Martin, Director of Technology Services, was at a Cyber Security conference and was not in attendance. Dr. Andria Saia reported on his behalf. She recognized all the efforts of the technology team to keep up and get ahead of cyber security. Mr. Martin has been busy with the PAIUnet RFP process to secure a new provider for our backup network.
- Mr. Daren Moran, Director of Business & Operations, reported that his office is busy with audit preparation. The auditors will be here beginning next week for several weeks. Mr. Moran recently held a Business Managers Advisory meeting with local district business managers. They collaborated and discussed current issues and challenges.
- Dr. Tom Calvecchio, Assistant Executive Director, reported on his first HR Advisory Council meeting. The group discussed current hiring and staffing challenges and collaborated on some potential interventions. Currently, the CAIU has five EPP vacancies and six Professional vacancies. With the implementation of the new Frontline tool, this coming payroll will go fully paperless. Dr. Calvecchio also reported that Amy Beaver, CAIU Marketing and Communication Specialist, has partnered with Tracy Panzer, Cumberland Valley SD, to present on *Communication During a Cyber Crisis* at the October 8 KEdSS conference on cyber security at the CAIU.
- Mr. Brian Griffith, Director of Educational Services, reported on one of the new PDE requirement for all high school students to be trained in CPR and AED this year. PDE will be making materials available regarding this training in October. Students will not need to be certified in CPR and AED but will need to be trained and it will need to be built into the curriculum. Mr. Griffith reported on CAOLA enrollment. It is up about 20% this year with 4100 students, of which, 1500 are full-time learners, and the vast majority are high school students (approximately 3500).
- Mrs. Rennie Gibson, Board secretary, reported that each year, the CAIU Administrative Assistants develop a series of professional learning engagements directed specifically to our support staff. This year, we have invited school district administrative support staff to attend several sessions at no cost to the district.
- Dr. Andria Saia, Executive Director, reported on the Executive Director's Report/Newsletter, CAIU: ALL IN! She highlighted the *Did You Know* section on CAOLA. CAOLA is the largest online learning consortium in PA. She also highlighted an article on safety, the CAIU Compliments are increasing, and that this month's newsletter included a School District Spotlight on the status of Harrisburg SD. Dr. Saia also reported on her recent activities. She highlighted participation in three days of Instructional Rounds training with Bucks County IU, a meeting with the Jewish Family Services Center about co-presenting Penn Medicine program "Drugs 101", and a meeting with USI to discuss a carve out of our prescription plan. She shared the final Strategic plan/goals for the CAIU and her personal goals.
- Mr. Robert Frankhouser, Solicitor, thanked the Board for their support of the Cooperative Agreement.

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.
Departing Board Members	Dr. Elisabeth Mclean departed the Board meeting at approximately 9:41 a.m. Mr. Ford Thompson departed the Board meeting at approximately 9:41 a.m. Mr. J. Bruce Walter departed the Board meeting at approximately 9:45 a.m.
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	
Upcoming Events	Dr. Saia invited the Board Members to attend any of the following events: <ul style="list-style-type: none"> • October 3 - Hill Top Academy Back to School Night (flyer attached) • October 3 – “Coffee with a Cop Day” – the Hill Top Academy Doghouse Brew Crew will be serving coffee to our friends from the East Penn police at Enola from 9:30-10:30 am and the Upper Allen police at Hill Top from 10:00-11:00 am • October 8 - 2nd Annual Keystone Education Security Summit (KEdSS) • October 24 – Visit to Loysville Youth Development Center immediately after the Board meeting. Please RSVP to Mrs. Rennie Gibson so we can arrange for transportation and lunch.
Meeting Minutes	The SAC Meeting Minutes from September 2019 were available for the Boards 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, October 24, 2019, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Mr. Mike Berk 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 9:46 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary