



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 21, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on the Superintendent's Fall Leadership Conference. Dr. 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.
- Jeffrey Walker, CPA Senior Manager, Brown Schultz Sheridan & Fritz (BSSF), provided a comprehensive overview of the 2018-19 Audit Report.
- 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 first ever CAIU organized 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. In 2013 a complaint was filed asking the US Department of Justice to investigate alleged discriminatory placement of students into Alternate Education of Disruptive Youth (AEDY) programs in Pennsylvania, specifically related to English Language Learners and students eligible for special education. A settlement was reached, with the US Dept. of Justice, and as part of that 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.

Executive Session – None

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 24, 2019
- October 2019 Treasurer's Report – a total of \$8,417,560.67 in receipts and \$6,959,367.32 in expenditures
- Summary of Operations for October 2019 showing revenues of \$27,463,375.39 and \$21,801,466.39 in expenditures.
- Other Fiscal Matters – None
- Budget Administration - None
- Other Business Items
 - Contracts – November 2019
- Policies & Programs
 - First Reading, New Policy #209.1 – Food Allergy Management
 - First Reading-Revised Policy #333 - Professional Development
 - First Reading-Revised Policy #100 - Program of Services
 - First Reading-Revised Policy - #913 - Non-School Organizations/Groups/Individuals
- Job Descriptions
 - First Reading, Existing Position, Revised Description - ACCESS Program Coordinator
 - First Reading, Existing Position, Revised Description - ACCESS Program Secretary
 - First Reading, Existing Position, New Description - ANPS School Counselor

- First Reading, Existing Position, New Description - Business Development Manager
 - First Reading, New Position, New Description - Assistant Supervisor - Speech & Language
 - First Reading, New Position, Revised Description - Projects Supervisor
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached report/newsletter.

President's Report

- No Report

NEXT MEETING: Thursday, December 19, 2019, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting

RESIGNATIONS:

KAREN CONWAY, Educational Paraprofessional, Emotional Support Program, effective July 17, 2019. Reason: Personal.

LORI FEIDT, Teacher, Loysville Youth Development Center, effective December 19, 2019. Reason: Personal.

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.

CHANGES 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.

CHANGES OF SALARY:

LEAVES 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.

Executive Director's Activities/Updates

November 21, 2019

- October 22 – Testified before the Senate Education Committee
- October 28 – Attended CPAVTS JOC meeting
- October 30 – November 1 – Superintendent's Leadership Conference
- November 4 – Attended Messiah Advisory Committee meeting
- November 5 – Attended meeting of Superintendents, Tech Directors and University Representatives to discuss teacher shortage
- November 7, 8 – Attended Secretary Rivera's Superintendent's Academy

Projects getting a lot of attention:

- Updating our Leadership Team meeting format to align to strategic plan, provide ongoing opportunities for skill building, continued subcommittee work with a focus on purpose, process, and outcomes
- All Staff Day planning
- Regional Response to the teacher shortage

Invitation to upcoming events

- November 21, 2019, 11:30 AM, Hill Top Academy: Turkey Day
- December 12, 2019, 11:30 am, Enola: Holiday Luncheon
- December 12, 2019, 4 pm, Enola: Crafternoon activity