
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 19, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on the Emerging Leader Development Program. Mark Hennes, CAIU Special Projects Supervisor, presented an overview of the program. The program is an 18-month program intended for aspiring leaders within the organization to help grow their leadership skills. A cohort of 14 participants across all departments were selected. Application and participation was voluntary. This was a pilot group and will be offered again next year. In addition, the program is available for the school districts. If interested, contact Mark Hennes.
- The Board recognized CAIU Retiree, Amy Silva, Mental Health Treatment Specialist, retirement after 12 years of service.
- The Board recognized the following departing Board Members: Dr. Fred Baldwin, Carlisle S.D.; Mr. Mike Berk, South Middleton S.D.; Ms. Hara Frank, Halifax Area S.D.; Dr. Elisabeth McLean, Northern York S.D.
- Ms. Alicia McDonald, Director of Student Services, reported that this has been a wonderful month with classes gearing up for the holiday break and staff embracing the season of giving. Staff donations helped provide meals for families in need; 92 gifts were purchased, wrapped, and distributed to children as part of the Champions for Children Giving Tree; staff at Enola and Hill Top raised over \$500 for Hill Top Academy's Holiday Shop where the children could shop for their loved ones for the holiday.
- Mr. Len Kapp, Supervisor of Operations & Transportation, reported that we are moving forward with the purchase of video cameras and GPS to collect better data for transportation. We have installed and tested 50 units in vehicles and hope to install in all vehicles by next summer. We currently transport 926 students, using 116 vehicles, covering 2.85 million miles. There is a substantial cost for the GPS and cameras but it will save us in the long run by providing us with the necessary data to run more efficiently.
- Mr. Dave Martin, Director of Technology Services, reported that the new PhishMe software will be implemented in the New Year. We will be launching a campaign in January 2020. Mr. Martin also provided an update on Cyber security. We are currently working with the attorney on the insurance piece related to Ransomware and will be updating the plan.
- Mr. Daren Moran, Director of Business & Operations, reported that a meeting of the Board Transportation Committee will be scheduled in the near future to discuss the critical issue of the driver shortage. In January, Mr. Moran will be doing the annual General Operating Budget presentation to the Board. The Auditor General will be joining the January Business Managers meeting to present to the group. Mr. Moran provided an update on the prescription carve out process. Currently, the CAIU is going through the carve out process of removing the prescription piece out of our medical plan. The transition has gone smoothly. Daren reported on this year's Champions for Children Giving tree. There were 92 tags available, all were taken and filled.
- Dr. Tom Calvecchio, Assistant Executive Director, was proud to announce the hiring of two new interns that will be joining our communication team in January to assist with things such as social media, graphics, etc. Dr. Calvecchio is currently working on a video for All Staff Day which will be a true celebration of our staff. Last Monday, Dr. Calvecchio visited Loysville Youth Development Center to cook with the students. He enjoyed the opportunity to connect and mentor the students.
- Mr. Brian Griffith, Director of Educational Services, provided an update on Act 158, which allows students alternative pathways to graduation other than passing the three Keystone exams. The legislation allows for students to pass other nationally recognized assessments such as SAT, PSAT, ACT, ASVAB, etc. PDE shared some preliminary numbers/scores which Mr. Griffith

shared with his curriculum group last week. In addition, at the December Curriculum meeting, two representatives from the US Census Bureau attended to speak about the importance of 2020 census and also provided educational materials related to the census and its related data. It was a very good presentation that provided valuable information showing how the census data impacts funding data for years to come. They encouraged participation in the census.

- Dr. Andria Saia, Executive Director, highlighted the importance of our transportation department and the new tracking system. Kudos to Len for coordinating this effort. The *All In* Newsletter was available for the Board's review. Dr. Saia highlighted the holiday spirit of our staff.

Executive Session – An Executive Session was held to discuss personnel matters.

Approved Action Items

- Appointment of the following new Board Members:
 - Mrs. Emily L. Hoffman, Halifax Area School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
 - Ms. Patricia Schaffer, Northern York County School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
 - Ms. Elizabeth A. Knouse, South Middleton School District, to fill an unexpired term of December 19, 2019, to June 30, 2020.
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of November 21, 2019
- November 2019 Treasurer's Report – a total of \$6,182,297.60 and \$ 4,912,551.87 in expenditures
- Summary of Operations for November 2019 showing revenues of \$34,907,974.54 and \$28,914,837.92 in expenditures
- Other Fiscal Matters
 - 2018-19 Local Audit Report
- Budget Administration - None
- Other Business Items
 - Contracts – December 2019
 - 2020 Annual Convention/Election of Board Members
- Policies & Programs
 - Second Reading, New Policy #209.1 – Food Allergy Management
 - Second Reading-Revised Policy #333 - Professional Development
 - Second Reading-Revised Policy #100 - Program of Services
 - Second Reading-Revised Policy - #913 - Non-School Organizations/Groups/Individuals
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - ACCESS Program Coordinator
 - Second Reading, Existing Position, Revised Description - ACCESS Program Secretary
 - Second Reading, Existing Position, New Description - ANPS School Counselor
 - Second Reading, Existing Position, New Description - Business Development Manager
 - Second Reading, New Position, New Description - Assistant Supervisor - Speech & Language
 - Second Reading, New Position, Revised Description - Projects Supervisor
 - First Reading, Existing Position, Revised Description - Administrative Services Secretary
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Rice reported that next month, we will be revising the CAIU Board Committees with all of the recent transition. Mrs. Rice wished everyone a Merry Christmas and happy and healthy 2020.

NEXT MEETING: Thursday, January 23, 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:

- **KYNISHA CLOUD**, Speech and Language Clinician, Early Intervention Program, effective February 3, 2020. Reason: Personal.
- **KELLI FLINN**, Educational Paraprofessional, CATES Program, effective December 10, 2019. Reason: Personal.
- **OLIVIA KUHNS**, Educational Paraprofessional, Early Intervention Program, effective January 17, 2020. Reason: Personal.
- **HEATHER SHAFFNER**, Floater Teacher, Student Services Team, effective December 20, 2019. Reason: Personal.
- **WENDY SHAVER**, Teacher, Student Services Team, effective January 10, 2020. Reason: Personal.
- **CARISSA THROCKMORTON**, Speech and Language Clinician, Early Intervention Program, effective December 20, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ANEATRA BRUNSON**, 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 new position funded through the Autism Support budget.
- **KAREN ETTER**, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention 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 replacement position funded through the MAWA budget.
- **KELLIE FISHER**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$51,087 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 MAWA budget.
- **KELLER**, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr per week. This is a temporary intern position funded through the Cumberland-Perry Area Vocational Technical School and Communication budgets.
- **JADEN JACKSON**, Intern, Administrative Team - Communications, effective Dec 18, 2019 – May 22, 2020. Hourly rate will be \$12.00, not to exceed 10/hr. per week. This is a temporary intern position funded through the Dauphin County Technical School and Communication budgets.

CHANGES OF STATUS:

- **MICHELLE MARSHALL**, Program Secretary, Student Services Team, from part-time to full-time status, effective January 2, 2020.

- **RACHEL GONZALEZ-MONTIEL**, from Assistant Principal to Program Supervisor, effective January 2, 2020. Change of status results in a change of salary to Act 93 Grade 3, \$118,283 based on 260 days and will be prorated for a total of 129 days through June 30, 2020.
- **TANA THOMAS**, from Duplicating Mail Clerk/Receptionist, Administrative Team to Program Secretary, Student Services Team, effective October 29, 2019. Change of status results in a change of salary to \$29,250 which is based on 260 days and will be prorated for a total of 176 days through June 30, 2020.

CHANGES OF SALARY:

- **IRMA BAUGHMAN**, Human Resources Manager, Administrative Team – Human Resources, effective December 19, 2019. Change of salary to \$98,280 for 260 days will be prorated for a total of 140 days through June 30, 2020. This change is due to an increase in the scope of work.

ISSUANCE OF TENURE:

- The following temporary professional employee has met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 19, 2019: Jennifer Sturtevant

Executive Director's Activities/Updates

December 19, 2019

- December 5 – Meeting with Phase 4, an AESY provider
- December 9, 11 – Northern Tier District Grant opportunity
- December 11 – DCTS JOC Meeting
- December 12 – Holiday Luncheon and Crafternoon

Projects getting a lot of attention:

- All Staff Day planning
- Spring Champions for Children Bingo planning
- Teacher in the Workplace Grants

Invitation to upcoming events

- All Staff Day, January 17, 2020, Radisson Hotel, Camp Hill