



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 25, 2020** meeting, held virtually, of the Capital Area Intermediate Unit.

Reports/Updates

- The Board recognized and thanked departing Board Member, Mrs. Brenda Myers, Susquenita SD, for her dedicated service and commitment to the students, staff, and region.
- **The CAIU Board of Directors announced the following June 2020 CAIU Retirees: *Vickie Bern Guion*, S/L Clinician, retirement after 17 years of service; *Pamela Mayer*, Educational Paraprofessional, retirement after more than 18 years of service; Christine Edmiston, Program Secretary, retirement after more than 35 years of service; *Sallyan Thomas*, Teacher, retirement after 27 years of service; *Robin Garlick*, Reading Specialist, retirement after 35 years of service.**
- **Mr. Daren Moran, Director of Business and Operations**, reported that as part of the CAIU Strategic Plan, we are currently undergoing a facility analysis for Enola. We have contracted with an outside agency, Crabtree Rohrbaugh, to conduct the analysis. Planning for this project began prior to the shut downs and continues to move ahead with considerations for possible future impact on the plan due to the pandemic. Next month, Mr. Moran intends to present plans including pictures, drawings and numbers to the board.
- **Ms. Alicia McDonald, Director of Student Services**, highlighted the Student Services report in the All In Newsletter. Ms. McDonald attended the end of the year ELECT event via zoom and learned so much. There is usually a Baby Buck store for the pregnant and parenting teens to use their earned “dollars” to purchase items for their children. This year they did their shopping virtually and staff delivered the bought items. We are working on developing the Student Services sections of the Health & Safety Plan, addressing the various environments that the CAIU staff provide services to preschool and school aged children (community preschools & daycares, CAIU preschool classrooms, Hill Top Academy, our district based preschool and school-age classes, in district itinerant services as well as services in homes and hospital settings, and the Youth Development Center). In addition, staff are working on various models of instruction for the fall - online, in person, and hybrid models. Summer professional development kicked off this week virtually.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported he is working on the summary of the Health and Safety Plan for approval at the July Board meeting. Mr. Kapp provided a safety report: the Cumberland County Safe Schools meeting will be held on July 7 to discuss reentry plans for the 2020-21 school year. The Regional PASBO Transportation meeting will be held next week - IU12, IU13 and IU15 participate in this meeting. Facilities report: he has been busy working diligently on a detailed plan for the building remodel and maintenance work since before the pandemic. The HVAC system at Enola is 30 years old and duct work continues to fail. The plan is to replace all of the duct work. In addition, we are repainting the entire lower level at Hill Top. Staff are busy doing classroom moves and preparing for the upcoming school year.
- **Mr. Dave Martin, Director of Technology Services**, reported that the technology team is busy planning for tools to support the districts in whatever model of instruction they plan to use for reentry in 20-21 and will remain flexible as school districts continue to try to plan for the fall. June 23 conducted a Microsoft intune training 40 people registered to attend. Recently implemented a new REM system Connectwise Automate that allows for more functionality. Laptops have been ordered as part of the CAIU Lifecycle plan. There has been an increase in internet usage across the region and we have been able to accommodate our district’s increased needs. Mr. Martin reported on the All In Technology report on Telepresence Robots and shared how several of our districts have used these robots.

- **Mr. Brian Griffith, Director of Educational Services**, reported that his team is taking the lead on the development of the “Rethink K-12 Education” grant on behalf of the PA Dept. of Education. This \$15 Million grant will focus on providing online course access to students who would otherwise not have access to courses and connectivity. Several school districts are working with the CAIU ESL program to provide summer learning opportunities to English Learners. Some of the activities planned for this summer include virtual field trips to Knoebels Amusement Park and the San Diego Zoo. The IU is in the process of transitions to a new professional development registration system called Frontline Webreg. This will eventually replace the 48 CARATS system that has been in use since the 1990s.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided a Human Resources update: COVID continues to impact our processes and procedures. A safe/supportive return to work plan was completed and is in effect including daily safety tip announcements to provide continual updates and reminders on how to stay safe. The Human Resources team is working on a compliment to the salary survey which will include a hiring process that we hope to roll out at our July Leadership Retreat. Communication’s report: In addition to the recently revealed CAIU Branding Guide, a CAIU Communications Guide will be revealed next month which will provide best practices and procedures, and the necessary tools for staff. This guide will be revised annually as needed.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. The theme of this month’s newsletter was Kindness. Dr. Saia highlighted the Champions for Children report and shared the many ways this organization has help children/families in need. We have been working closely with our school districts, meeting weekly, on reentry planning. Dr. Saia expressed gratitude for the staff feedback today and plans to report back to the board in July.
- **Approved Action Items**
 - Appointment of 2020-21 CAIU Board Committee Chairs/Members
 - Election of the following New Board Members for a new three-year term from July 1, 2020 - June 30, 2023:
 - Mr. Bill Swanson, Big Spring School District
 - Mr. Terry Cameron, Greenwood School District
 - Mr. Eric Samples, Lower Dauphin School District
 - Dr. Layne Lebo, Mechanicsburg Area School District
 - Ms. Patricia Schaffer, Northern York County School District
 - Ms. Jean Rice, West Perry School District
 - Election of the following CAIU Board Members to fill an unexpired term:
 - Ms. Paula Bussard, Carlisle Area School District - BEGINNING July 1, 2020 and ENDING June 30, 2021
 - Ms. Emily Hoffman, Halifax Area School District - BEGINNING July 1, 2020 and ENDING June 30, 2022
 - Ms. Elizabeth Knouse, South Middleton School District - BEGINNING July 1, 2020 and ENDING June 30, 2022
 - Ms. Tricia Steiner, Derry Township School District - BEGINNING July 1, 2020 and ENDING June 30, 2021
 - 2020-21 Election of Officers:
 - President – Mrs. Jean Rice
 - Vice-President – Mrs. Judy Crocenzi
 - Treasurer - Mr. Daren Moran
 - Secretary - Mrs. Rennie Gibson
 - Approval of the Patriot News as the Newspaper of General Circulation
 - May 28, 2020 Board Meeting Minutes
 - May 2020 Treasurer’s Report – a total of \$ 7,583,734.99 in receipts and \$ 5,997,438.24 in expenditures.
 - Summary of Operations for May 2020 showing revenues of \$91,347,969.37 and \$ 76,515,798.34 in expenditures
 - Budget Administration
 - Proposed 2020-21 Original Budgets:
 - Administrative Time Study (ATS) ACCESS Program

- Act 89 Nonpublic Schools
 - Cafeteria Services
 - Capital Area Mental Health
 - Capital Area Online Association
 - Diakon Center Point Program
 - Early Intervention ACCESS Program
 - IDEA 611 - Early Intervention
 - IDEA 619 - Early Intervention
 - Early Intervention
 - Education Leading to Employment & Career Training (ELECT)
 - English as a Second Language (ESL)
 - Financial Software Application
 - Review of Higher Ed Teacher Programs
 - Hospital Education Program
 - Institutionalized Children's Program
 - IDEA 611 - School Age
 - Loysville Youth Development Center
 - Title I, Part D, Loysville Youth Development Center
 - Entrepreneurial Transportation
 - Non-Public Auxiliary Programs
 - Non-Public Professional Development
 - Professional Services
 - School-Age Access Program
 - Student Services
 - Technology Entrepreneurial
 - Transportation
- Proposed 20-21 Budget Revision - Comprehensive Planning
- Other Fiscal Matters Proposed
 - Proposed 2020-21 Cafeteria Rates
- Other Business Items
 - Contracts – June 2020
 - Proposed 2020-21 CAIU Board Meeting Dates
- Policies & Programs - None
- Job Descriptions
 - First Reading, Existing Position, Revised Descriptions:
 - Cafeteria Worker
 - Contract Child Accounting Specialist
 - Department Coordinator Student Services
 - Department Coordinator Tech Services
 - Department Coordinator Ed Services
 - Executive Assistant
 - Head Cook
 - Program Assistant CAOLA
 - Program Assistant Ed Services
 - First Reading, New Position, Revised Description - Curriculum Materials Assistant
 - First Reading, New Position, New Descriptions:
 - Application Developer
 - Application Support Specialist
 - First Reading, Existing Position, New Descriptions:
 - Technology Support Specialist
 - Network Administrator
- Personnel Items
 - RESIGNATIONS:
 - MICHELLE MARSHALL, Program Secretary, Student Services Team, effective June 10, 2020. Reason: Personal.
 - RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- LAURA BITNER, Temporary Professional, effective July 1, 2020 Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
- ANNA DOWNEY, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 2, \$52,014 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
- LINDSEY HENCH, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a new position funded through the MAWA budget.
- VICTORIA SLEMMER, Temporary Professional, effective July 1, 2020. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 1, \$51,514 for 190 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- CHANGES OF SALARY:
 - MARI BENDER, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 11, \$64,043 for 190 days of service.
 - KIRSTI DIETZ, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 7, \$56,953 for 190 days of service.
 - KELLY EVANS, Guidance Counselor, change of salary for completion of Masters + 15 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 15, Step 8, \$59,808 for 190 days of service.
 - JUDY HOFFMAN, Floater Teacher, change of salary for completion of Masters + 15 credits, effective for the 2020-2021 school year. Salary will be based on 80% of a Masters + 15, Step 14, \$71,953 for 190 days of service.
 - MEA MAGARO, Remedial Specialist, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.
 - JENNIFER MCLAUGHLIN, Teacher, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 15, \$75,720 for 190 days of service.
 - SHANA MONTGOMERY, Educational Consultant, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 14, \$73,378 for 190 days of service.
 - JOANNE RUCHINSKI, Service Coordinator, change of salary for completion of Masters + 60 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 60, Step 15, \$78,566 for 190 days of service.
 - MEREDITH SEIDEL, Teacher, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 4, \$55,720 for 190 days of service.
 - ERIKA STIFFLER, Social Worker, change of salary for completion of Masters + 30 credits, effective for the 2020-2021 school year. Salary will be based on a Masters + 30, Step 10, \$64,780 for 190 days of service.
 - SPENCER TURNER, Teacher, change of salary for completion of Master's Degree, effective for the 2020-2021 school year. Salary will be based on a Masters, Step 9, \$60,235 for 190 days of service.
- ISSUANCE OF TENURE: The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective June 25, 2020:

- Elizabeth Chiodo
- Megan Hart
- Shelby Josselyn
- Kathryn Manley
- Sarah Reitnour
- Kerrie Richardson
- Perri Rosen
- Proposed Classified & Support Staff Position Titles
- Proposed 2020-21 Salary Scale - Classified

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board for their efforts and service to their school districts during this challenging time.

NEXT MEETING: Thursday, July 23, 2020, 8:00 a.m., Board Room, CAIU Enola Office

2020-21 Board Meeting Dates

Time of Meetings: 8:00 a.m.

July 23, 2020

August 27, 2020

September 24, 2020

October 22, 2020

November 19, 2020

December 17, 2020

January 28, 2021

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021 *Reorganization Meeting*