
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 24, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on Loysville Youth Development Center. Dr. Saia provided background information, history, and a brief overview of the program. Several Board Members attended a visit to Loysville immediately following the Board meeting.
- Congratulations to the following October 2019 CAIU Retirees: **Betsy Sherlock**, EPP, Early Intervention, retirement after 29 years of service and **Jeffrey Bruce**, Lead Receiver/Warehouseman, retirement after 35 years of service.
- Ms. Alicia McDonald, Director of Student Services, reported that the Loysville Title I Part D audit report came back with no issues. Alicia shared some sad news of the recent passing of Maria Lazzarevich, a speech clinician in our early intervention program. Staff are receiving support and counseling from our Employee Assistance Program. The Board expressed their sincere condolences.
- Mr. Dave Martin, Director of Technology Services, provided an update on Cyber Security. We are trying to raise awareness with our school districts. There have been approximately 180 attacks this year; 49 have been in education. Dave also provided an update on AgendaManager. We are trying to branch out our customer base and have been experiencing some growth. We plan to change up our marketing strategies and will focus on holding effective meetings.
- Mr. Daren Moran, Director of Business & Operations, reported that in addition to the Loysville audit, we have just wrapped up a local audit and are hoping for good report in December or January. In addition, we just underwent an Early Intervention program review audit. PDE and OCDEL are looking to change their funding and requested additional data. The exit conference was positive and we received a good verbal report. The Business Managers group met yesterday and was very well attended. The group discussed several issues such as teacher, EPP, sub and bus driver shortages. School district payroll positions are hard to fill as the position requires additional reporting. In addition, the business managers met with the HR Advisory group for a joint meeting. There was great attendance and rich discussions about salary survey data.
- Dr. Tom Calvecchio, Assistant Executive Director, reported that the CAIU participated in the PAIU Day on the Hill. Irma Baughman, HR Manager, met with Representative Barbara Gleim who is working on a bill to reduce guest teacher requirements from a bachelor's degree to an associates and is in support of changing requirements so that retired educators are eligible to substitute. On November 19, we will be holding an Open Enrollment Benefit Fair from 8am-5pm. The fair will include demonstrations of tele-medicine and tele-therapy. Several of our staff are participating in the Emerging Leadership Development Program here at the IU. Participants are required to manage projects to practice their leadership skills. Dr. Calvecchio has the opportunity to work with several on an employee engagement project and on a talent development program.
- Mr. Brian Griffith, Director of Educational Services, reported that Act 7 requires CPR training for high school students this year. PDE has scheduled training on 11/15 for IU staff. We have been providing resources to the school districts and PDE will be coming out with a tool kit. PDE released a toolkit of resources around civic requirements. Last week the annual Curriculum Advisory Council held their fall conference in State College. The Keynote Speaker was Kirsten Olson, author of the book *Mindful School Leader*.

- Dr. Andria Saia, Executive Director, reported on her Executive Director's Report – All In. She highlighted the staff input into the newsletter. The "Did You Know" section was an article on the Aid to Non-public Services written by ANPS Supervisor, Lisa Klingler and the *Finding Joy at Work* article, written by Rennie Gibson. November will be the month of giving. The CAIU will be sharing in a "You've Been Thanked" activity where staff can share their appreciation for each other. Dr. Saia provided an update on her recent activities. She attended the PAIU Day on the Hill and attached the flyers and information that were shared with the Legislators. The next Legislative Breakfast has been scheduled for March 6, 2020 and will be a roundtable discussions around hot topics. On October 22, Dr. Saia testified before the Senate Education Committee on Charter Schools. She has been accepted into Secretary Rivera's Superintendent Academy which starts next week.

Executive Session – Executive Session was held to discuss a personnel matter.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of September 26, 2019
- September 2019 Treasurer's Report – a total of \$10,049,948.49 in receipts and \$12,536,056.22 in expenditures
- Summary of Operations for June 2019 showing revenues of \$98,609,671.08 and \$97,461,517.80 in expenditures
- Summary of Operations for September 2019 showing revenues of \$19,146,491.13 and \$14,238,456.75 in expenditures.
- Other Fiscal Matters – None
- Budget Administration
 - Proposed 2019-20 Budget Revision-Early Intervention ACCESS Program
 - Proposed 2019-20 Budget Revision-Early Intervention IDEA Section 611
 - Proposed 2019-20 Budget Revision-Early Intervention IDEA Section 619
 - Proposed 2019-20 Budget Revision-Early Intervention
 - Proposed 2019-20 Original Budget - Statewide System of Support
- Other Business Items
 - Contracts – October 2019
- Policies & Programs
 - Second Reading, Revised Policy #335 - FMLA
 - Second Reading, Revised Policy #220 - Student Expression/Distribution & Posting of Materials
 - Second Reading, New Policy #702.1 - Crowdfunding
- Job Descriptions - None
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Mrs. Rice attended the PSBA School Leadership Conference as the CAIU Voting Delegate on Friday afternoon and provided an update.

NEXT MEETING: Thursday, November 21, 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:

- **JANELL BUSH**, Educational Paraprofessional, Emotional Support Program, effective October 4, 2019. Reason: Personal.
- **JACKIE CHERRYBON**, Program Secretary, Early Intervention Program, effective October 9, 2019. Reason: Personal.
- **ALYSSA DEGOSKY**, Speech and Language Clinician, Early Intervention Program, effective October 4, 2019. Reason: Personal.
- **REBECCA HEGMAN**, Teacher, Capital Area Mental-health Program, effective December 20, 2019. Reason: Personal.
- **GLENN MAZZEI**, Technology Support Specialist I, Technology Team, effective October 25, 2019. Reason: Personal.
- **KAYLA MOHLER**, Personal Care Assistant, Emotional Support Program, effective October 18, 2019. Reason: Personal.
- **BETH SPITLER**, Transportation Specialist, Administrative Services – Business and Operations Team, effective January 10, 2020. Reason: Retirement after more than 33 years of continuous CAIU service.
- **ALLISON WEIRICH**, Educational Paraprofessional, Autism Support Program, effective September 27, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ERIKA GROVE**, Temporary Professional, effective date to be determined. Assignment: Long Term Substitute Floater Teacher, Student Services Team with base salary of 80% of Masters, Step 3, \$51,587 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 Floaters budget.
- **RASHA JONES**, 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 replacement position funded through the Transition budget.
- **EMMA ROBINSON**, Paraeducator, effective October 22, 2019. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$24,700 for 190 days of service will be prorated for a total of 134 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHANGES OF STATUS:

- **REBECCA HEGMAN**, Teacher, change in resignation effective date from December 20, 2019 to November 8, 2019.

LEAVES OF ABSENCE:

- **JANA HOGG**, Personal Care Assistant, leave of absence beginning September 17, 2019. Leave is requested in accordance with CAIU practice and procedure.

Executive Director's Activities/Updates

October 24, 2019

- September 30 – Completed service project to hand out 100 care bags we created to the homeless
- October 1-3 – Participated in a Leadership Retreat with PAIU
- October 16 – Attended PSBA School Law Workshop
- October 21 – Visited with Legislators during Day on the Hill
- October 22 – Testified before the Senate Education Committee

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
- Legislative visits and testimony
- All Staff Day planning
- Superintendent's Conference, Montgomery Alabama, October 30-November 1, 2019
- Pre-work for Secretary Rivera's Superintendent Academy

Invitation to upcoming events

- November 4, 2019, 4-7 PM, Enola: Social Emotional Literacy Night for preschool children and families
- November 7, 2019, AgendaManager User Conference
- November 21, 2019, 11:30 AM, Hill Top Academy: Turkey Day