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# CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 26, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

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## Reports/Updates

- The Board Spotlight was on Board Relationship Building. Dr. 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.
- Congratulations to the following September 2019 CAIU Retirees: **Robert Whiteman**, Custodian, retirement after 31 years of service and **Deborah Evans**, Supervisor of Training and Consultation, retirement after 33 years of service.
- 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.

**Executive Session** – Executive Session was held to discuss legal matters.

### **Approved Action Items**

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of August 22, 2019
- Treasurer's Report and Payment of Bills for August 2019 showing a total of \$7,753,994.24 in receipts and \$6,672,038.12 in expenditures
- Summary of Operations for June 2019 showing revenues of \$98,058,078.71 and \$97,258,142.59 in expenditures
- Summary of Operations for August 2019 showing revenues of \$9,192,568.54 and \$7,790,539.02 in expenditures
- Budget Administration - None
- Other Business Items
  - Contracts – September 2019
  - 2020 PSBA Election of Officers:
    - President-Elect - Mr. Art Levinowitz
    - Vice - President - Mr. David Hein
    - Central At Large - Julie Preston
    - Section 1 Advisor - Sabrina Backer
    - Section 3 Advisor - Ron Cole
    - Section 5 Advisor - Marsha Pleta
    - Section 7 Advisor - Tricia Steiner
    - PSBA Insurance Trustee - Kathy Swope and Mark Miller
    - School Board Secretaries Forum Steering – 1-year term - Bethanne Zeigler, Jaime Lynn Zimerofsky, and Jennifer Davidson
  - Cooperative Agreement (Development of Land)
- Policies & Programs
  - First Reading, Revised Policy #335 - FMLA
  - First Reading, Revised Policy #220 - Student Expression/Distribution & Posting of Materials
  - First Reading, New Policy #702.1 - Crowdfunding
- Job Descriptions - None
- Personnel Items – See Attached Report.

### **Executive Director's Report**

- See attached report.

### **President's Report**

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

**NEXT MEETING: Thursday, October 24, 2019, 8:00 a.m., Board Room, CAIU Enola Office**

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

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### **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 BOOTH**S, 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.

#### **CHANGES 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.