

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

April 26, 2018

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 26, 2018, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:01 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
Executive Session	At 8:01 a.m., the Board entered into an Executive Session to discuss personnel and legal matters.
REGULAR BOARD MEETING	At 8:49 a.m., the Board reentered into the Regular Meeting.
Pledge of Allegiance	All stood and pledged allegiance to the flag of the United States of America.
Roll Call	<p><u>Members in attendance were:</u> Dr. Fred Baldwin, Mr. David Barder, Ms. Ilecia Buckner, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, Mr. Melvin Wilson (voted in during Regular Meeting) and Mr. Wilbur Wolf (14)</p> <p><u>Members not in attendance were:</u> Ms. Natalie Bowman, Mrs. Judy Crocenzi, Dr. Layne Lebo, Ms. Gwendolyn Soult, and Mr. J. Bruce Walter (5)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director, Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Ms. Theresa Kinsinger, Mr. Brian Griffith, Mr. David Martin, and Mr. Len Kapp</p>
Appointment of New Board Member	<p>Mrs. Barb Geistwhite moved, seconded by Mr. Dennis Helm, “that Mr. Melvin Wilson Jr., Harrisburg SD, be appointed to fill an unexpired term of April 26, 2018 - June 30, 2019.”</p> <p>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</p>
Recognition of the Public: Items Specific to the Agenda	There was no one from the public present.
Ratification/Approval of Action Items of the 3/22/18 Board Meeting	Mr. Wilbur Wolf moved, seconded by Mrs. Barbara Geistwhite, “that the following action items from the March 22, 2018 meeting of the CAIU Board of Directors be ratified and approved:
Approval of Minutes	Approval of the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of February 22, 2018.
Treasurer’s Report	

Treasurer's Report – February 2018
February 2018 Treasurer's Report – a total of \$6,932,971.38 in receipts and \$4,603,883.41 in expenditures

Payment of Bills – February 2018
February 2018 Payment of Bills

Summary of Operations – February 2018
February 2018 Summary of Operations showing revenues of \$54,607,774.21 and expenses of \$47,536,396.19.

Budget Administration

Proposed 2018-19 General Operating Budget (2nd Reading)
Second Reading and approval of the proposed 2018-2019 Original Budget – General Operating Budget in the amount of \$6,390,000.

Proposed 2017-18 Budget Revisions
Proposed 2017-18 Budget Revisions:

- IDEA Section 611, Early Intervention
- IDEA Section 619, Early Intervention
- English as a Second Language (ESL)
- PA Assessment & Accountability Workshop
- Professional Services
- Technology Entrepreneurial
- Early Intervention ACCESS
- PA Institute for Instructional Coaching

Proposed 2017-18 Original Budget
Proposed 2017-18 Original Budget - PA Institute for Instructional Coaching

Proposed 2017-19 Original Budget
Proposed 2017-19 Original Budget - Title II Part A - Improving Teacher Quality

Other Fiscal Matters

Proposed 2018-19 Market Place Services Fee Schedule
Proposed 2018-19 Market Place Services Fee Schedule

Other Business Item

2017-18 Contracts
2017-18 Contracts

Policies & Programs

First Reading, Revised Policies
First Reading of the following policies:

- #246 – School Wellness
- #808 – Food Service.

Proposed 2018-19 CAIU 12-Month Employee Calendar
Proposed 2018-19 CAIU 12-Month Employee Calendar

Job Descriptions

First Reading, New Position, New Description - Marketing and Communications Specialist

First Reading, New Position, New Description - Marketing and Communications Specialist

Second Reading, Existing Position, Revised Description - Human Resources Data Clerk

Second Reading, Existing Position, Revised Description - Human Resources Data Clerk.

Personnel Items

RESIGNATIONS

- **SARAH BAHN**, Teacher, Direct Education Program, effective March 28, 2018. Reason: Personal.
- **NANCY HAGERTY**, Remedial Specialist, ANPS Program, effective June 6, 2018. Reason: Retirement after 9 years of continuous CAIU service.
- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, effective February 28, 2018. Reason: Personal.
- **LORRAINE ROGERS**, Program Assistant, Curriculum Team, effective March 7, 2018. Reason: Personal.
- **KAREN RUDDLE**, Program Supervisor, Training and Consultation Program, effective April 6, 2018. Reason: Retirement after more than 31 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **MICHAEL BAER**, Paraprofessional, effective March 5, 2018. Personal Care Assistant, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 62 days with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **KORRYN BOGDAN**, Professional, Long Term Substitute, effective March 12, 2018 – May 16, 2018. Assignment: Long Term Substitute Teacher, Deaf/Hard of Hearing Program with base salary of Masters, Step 5, \$51,637 for 189 days of service will be prorated for a total of 45 days with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.
- **AIMEE BUSZKA**, Professional, Long Term Substitute, effective March 15, 2018 – June 1, 2018. Assignment: Long Term Substitute Teacher, Early Intervention Program with base salary of Bachelors, Step 5, \$48,609 for 189 days of service will be prorated for a total of 48 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **BRIELLE DELELLIS**, Paraprofessional, effective February 12, 2018. Educational Paraprofessional, Autism Support Program with base salary of HS, Step 2, \$17,533 for 189 days of service will be prorated for a total of 75 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH KERR**, Professional, effective March 19, 2018. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 1, \$45,337 for 189 days of service will be prorated for a total of 51 days with additional new hire days as required. This is a new position funded through the Floater budget.
- **SHANNON KLINGER**, Human Resources Data Clerk, Administrative Team, effective March 12, 2018. Base salary of \$35,700 for 12 months of service will be prorated for a total of 80 days through June 30, 2018. This is a replacement position funded through the General Operating budget.

- **REBECCA LAIRD**, Paraprofessional, effective March 12, 2018. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 53 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **SCOTTY LOVELESS**, Application Support Specialist II, Technology Team, effective April 3, 2018. Base salary of \$39,085.11 for 12 months of service will be prorated for a total of 63 days through June 30, 2018. This is a replacement position funded through the PowerSchool budget.
- **DAVINA PUCETA**, Paraprofessional, effective April 4, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 46 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

CHANGE OF STATUS

- **ROSEMARY BRAUGHT**, from Secretary to Access Program Coordinator, Student Services Team, effective March 14, 2018. Change of status results in a change of salary to \$44,850 for 12 months of service and will be prorated for a total of 78 days through June 30, 2018.
- **BARBARA FREY**, from Educational Paraprofessional to a Long Term Substitute Teacher, Hospital Program, effective April 4, 2018 – June 5, 2018. Change of status results in a change of salary to Bachelors, Step 1, \$45,377 for 189 days of service and will be prorated for 45 days. This is a replacement position funded through the Hospital/Direct Education budgets.

LEAVES OF ABSENCE

- **SARAH BAHN**, Teacher, Direct Education Program, leave of absence effective February 15, 2018 – March 6, 2018. Leave is requested using accumulated paid leave for a total of 14 days and is in accordance with CAIU and FMLA policies
- **SALLY FIKE**, Receptionist, Administrative Team, unpaid leave of absence on March 30, 2018 as per CAIU policy, practice, and procedure.
- **NANCY HAGERTY**, Remedial Specialist, ANPS Program, leave of absence effective February 8, 2018 – March 22, 2018. Leave is requested using accumulated paid leave from February 8, 2018 – February 23, 2018 for a total of 12 full days. Employee will then work 3 days a week, also utilizing paid leave from February 26, 2018 – March 22, 2018, using 8 additional days. Leave is requested in accordance with CAIU and FMLA policies.
- **KRISTEN OESTERLING**, Personal Care Assistant, CATES Program, intermittent FMLA leave through February 9, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **CHARLES VENNIE**, Educational Coach, Student Services Team, unpaid leave of absence from February 22, 2018 – March 6, 2018 as per CAIU policy, practice, and procedure.
- **HILLARY WILLIAMS**, Program Assistant, Curriculum Team, leave of absence effective February 26, 2018 – May 22, 2018. Leave is requested using accumulated paid leave time from February 26, 2018 – March 9, 2018 for a total of 10 paid days and without pay from March 12, 2018 – May 22, 2018 for a total of 50 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Reports & Updates

Announcement of CAIU Retirees	The Board announced the following retirees: Karen Ruddle, Training and Consultation Supervisor, retirement with 32 years of service and Cynthia Walker, Access Program Coordinator, retirement with more than 42 years of service.
CAIU Team Reports	<ul style="list-style-type: none"> • Len Kapp, Supervisor of Operations and Transportation, reported that summer remodeling and maintenance has begun. Upcoming projects include emergency repairs to the sewer pump, high-level remodeling at Hill Top Academy where a portion of the wall will be replaced with impact resistant drywall, and roadway work and repairs to the Enola parking lot. • Theresa Kinsinger, Director of Organizational Services, shared that she is working with Alicia McDonald on staffing and assignment changes. She also provided an update on the contract process; 22 contracts were processed within the last 30 days. • Brian Griffith, Director of Curriculum Services, shared that PSSA and Keystone testing is underway. It will be a busy summer for professional development with over 1,000 people already registered for upcoming summer sessions. A High Impact Strategies session will be held in May for student teachers from local school districts. Adams county school districts have inquired about using our High Impact Training for their student teachers. Local districts are taking a closer look at how to record student absenteeism. PDE set new recording requirements for Career Readiness causing the IU and some districts to revisit how data/evidence is collected and recorded. • Dave Martin, Director of Technology, shared that this year's Computer Fair was a great success with 140 students in attendance. Students were professional and their projects were very impressive. Students placing first place in their category will represent their districts and region at the PA State Computer Fair at Dickinson College in Carlisle, PA, in May. Several Technology staff will be attending conferences in preparation for fall work on the Cyber Security Plan. Upcoming Summer Technology projects include the computer lifecycle plan and implementing new firewall software. • Daren Moran, Business Manager, reported that the CAIU 2018-19 General Operating Budget was approved by the school districts and will be submitted to PDE by Monday. At this month's Business Managers meeting, Daren introduced Dr. Saia and the group participated in roundtable discussions. Daren reached out to the CAIU Board Finance Committee regarding the possibility of changing our bank, PNC, to a local bank. Many are offering good investment opportunities and benefits. In addition, F&B is offering many benefits for our employees. Daren also discussed the complex process of prescription carve-out, as the IU is hoping to uncover some possible key savings in the future. • Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She highlighted the Champions for Children annual bingo event held on April 6. The event was a huge success and raised over \$5,000 for the fund. Dr. Saia provided various program highlights and shared her monthly activities. She also invited the Board members to attend several upcoming graduations and award events. • Rennie Gibson, Board Secretary, shared that the Statement of Financial Interest forms are to be completed and returned no later than May 1. In addition, the CAIU annual board ballots were sent to the local school district boards for voting. All ballots are to be returned by July 6.
Departing Board Member	At 9:22 a.m., Mrs. Maria Memmi departed the Board meeting.
2018-19 Special Education Plan	Dr. Andria Saia shared an overview of the Special Education Plan in the absence of Alicia McDonald. Dr. Saia provided a broad overview of the narrative and demographic section, billing and ACCESS, core services, state funding, and program profiles. She also discussed current vacancies and the difficulty in filling positions.

Approval of Minutes	The March 22, 2018 Regular Board Meeting was canceled due to inclement weather. There were no minutes to approve.
Board Committee Report	There were no Board Committee Reports.
Treasurer's Report	Mr. David Barder moved, seconded by Mr. Eric Samples, "that the following fiscal items be approved:
Treasurer's Report – March 2018	March 2018 Treasurer's Report – a total of \$5,477,815.67 in receipts and \$7,837,078.49 in expenditures
Payment of Bills – March 2018	March 2018 Payment of Bills
Summary of Operations – March 2018	March 2018 Summary of Operations showing revenues of \$62,638,781.02 and expenses of \$54,380,077.10."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Budget Administration	Mr. Wilbur Wolf moved, seconded by Mr. Dennis Helm, "that the following Budget Administration Items be approved:
Proposed 2017-18 Budget Revisions	The following proposed 2017-18 Budget Revisions: <ul style="list-style-type: none"> • CAMhP • Capital Online Learning Initiative • Diakon • Driver's Education • ELECT • Hospital Education Program • IDEA Section 611 - School Age • Institutionalized Children's Program • Loysville Youth Development Center State • Loysville Youth Development Center Title ID • Entrepreneurial Transportation • Student Services
Proposed 2017-19 Original Budget - Title I, Part A Improving Basic Programs	Proposed 2017-19 Original Budget - Title I, Part A - Improving Basic Programs."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Fiscal Matters	Mr. Wilbur Wolf moved, seconded by Dr. Fred Baldwin, "that the following Fiscal Matter be approved:
2018-19 Student Services Fixed Rates	2018-19 Student Services Fixed Rates."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Other Business Item	Mr. Eric Samples moved, seconded by Mr. Wilbur Wolf, “that the following Other Business Item be approved:
2017-18 Contracts	2017-18 Contracts – April 2018.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies & Programs	Dr. Fred Baldwin moved, seconded by Mr. Eric Samples, “that the following Policies and Programs be approved:
Second Reading, Revised Policies	The following policies were approved for Second Reading: <ul style="list-style-type: none"> • #246 – School Wellness • #808 – Food Service.
Approval of Calendar Revisions	The following calendar revisions were approved: <ul style="list-style-type: none"> • Addition of an Act 80 half day for the p.m. on March 7, 2018. IU staff, located at Susquehanna Township Middle and High Schools, participated in the district’s professional development - active shooter training. • Addition of a Full Act 80 day on April 23, 2018. IU staff, located at East Pennsboro High School, participated in the district’s professional development - active shooter training.
2018-19 Student Services Master Calendar	2018-19 Student Services Master Calendar.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	Mr. Wilbur Wolf moved, seconded by Mr. Eric Samples, “that the following Job Descriptions be approved:
Second Reading, New Position, New Description - Marketing and Communications Specialist	Second Reading, New Position, New Description - Marketing and Communications Specialist
First Reading, Existing Position, Revised Description - Assistant Executive Director	First Reading, Existing Position, Revised Description - Assistant Executive Director.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Personnel Items	Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following personnel items be approved:
RESIGNATIONS	<ul style="list-style-type: none"> • EVE KERMIT, Personal Care Assistant, Autism Support Program, effective June 4, 2018. Reason: Retirement after over 14 years of continuous CAIU service. • ANTHONY TALIANI, Educational Paraprofessional, Emotional Support Program, effective April 12, 2018. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **CYNTHIA BALESTIER**, Paraprofessional, effective April 3, 2018. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 43 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **CHAD SKELLY**, Accountant, Administrative Team - Business, effective May 14, 2018. Base salary of \$45,500 for 12 months of service, prorated for a total of 35 days through June 30, 2018. This is a replacement position funded through the General Operating budget.

CHANGE OF STATUS

- **BROOKE YELLETS**, Long Term Substitute Psychologist, Pupil Services Program, change in end date of assignment from June 15, 2018 to April 20, 2018.

LEAVES OF ABSENCE

- **ASHLEY ADAMS**, Teacher, Deaf/Hard of Hearing Program, child-rearing leave of absence March 22, 2018 – May 2, 2018. Leave is requested using accumulated paid leave for a total of 28 days and is in accordance with CAIU practice and procedure.
- **MEGHANN CENTENO**, Behavior Consultant, Student Services Team, intermittent FMLA leave through March 29, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **MORGAN COLDREN**, Speech and Language Clinician, School-Age Speech Program, leave of absence effective March 26, 2018 – May 18, 2018. Leave is requested using accumulated paid leave time from March 26, 2018 – May 4, 2018 for a total of 28 paid days and without pay from May 7, 2018 – May 18, 2018 for a total of 10 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **DAVID COLESTOCK**, Supervisor, ANPS Program, intermittent FMLA leave through March 12, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **EVE KERMIT**, Personal Care Assistant, Autism Support Program, leave of absence effective March 12, 2018 – June 4, 2018. Leave is requested using accumulated paid leave time from March 12, 2018 – May 7, 2018 for a total of 37 paid days and without pay from May 8, 2018 – June 4, 2018 for a total of 19 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KRISTIN LEITZEL**, Teacher, Early Intervention Program, leave of absence effective March 23, 2018 – June 1, 2018. Leave is requested using accumulated paid leave time from March 23, 2018 – May 3, 2018 for a total of 22 paid days and without pay from May 4, 2018 – June 1, 2018 for a total of 20 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **ANGELA PRESTON**, Teacher, Autism Support Program, intermittent FMLA leave through April 5, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **CYNTHIA WALKER**, Access Program Coordinator, Student Services Team, leave of absence effective March 5, 2018 – March 23, 2018. Leave is requested using accumulated paid leave from March 5, 2018 – March 19, 2018 for a total of 11 full days. Employee will then work half days, also using paid leave from March 20, 2018 – March 23, 2018 for a total of 3 half days. Leave is requested in accordance with CAIU and FMLA policies.”

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

**Executive Director's
Report**

The Executive Director's Report was available for the Board Members' review. Dr. Saia shared several highlights from her report during the team updates. She highlighted the 2017 PA Regional Computer Fair and Champions for Children Bingo event, which raised over \$5000 dollars.

Departing Board Member

At 9:40 a.m., Mr. David Barder departed the Board meeting.
At 9:47 a.m., Mr. Ford Thompson departed the Board meeting.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Mrs. Rice asked that the Executive Director's evaluation tool be returned by 5/15/18.

Board Member Sharing of Information

There was a discussion about the Comprehensive Plan and stakeholders.

Information Items

The following information items were attached for the Board's review:

- Kudos to Cheryl Giles
- New CAIU Online Store

Other Business/Public Comment on Items Not Specific to Agenda

There were no other business/public comments on items not specific to the agenda.

Next Board Meeting Date

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, May 24, 2018, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, "that the meeting is adjourned."

Adjournment

Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

At 9:51 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary