

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 28, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 28, 2019, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING

At 8:00 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 negotiation matters.

REGULAR BOARD MEETING

At 8:07 a.m., the Board reentered into the Regular Meeting.

Reports

Board Spotlight -
Continuum of Emotional
Support Services

The Board Spotlight was on Continuum of Emotional Support Services. Dr. John Thompson, Rachel Montiel, and Keith Watson provided an overview of the Continuum of Emotional Support Services including CATES, CAMhP, Partial and Inpatient, and Clinical Psychological Services.

Pledge of Allegiance

All stood and pledged allegiance to the flag of the United States of America.

Roll Call

Members in attendance were: Dr. Fred Baldwin, Mrs. Melanie Gurgiolo, Mrs. Barbara Geistwhite, Mr. Dennis Helm (via phone), Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples (via phone), Mr. William Swanson (voted in during Regular meeting), and Mr. Ford Thompson (11)

Members not in attendance were Mr. David Barder, Mrs. Judy Crocenzi, Dr. Layne Lebo, Mrs. Maria Memmi, Mrs. Jill Stine, Ms. Ilecia Voughs and J. Bruce Walter (7)

Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Mrs. Rennie Gibson, Board Secretary; and Mr. Daren Moran, Board Treasurer

Staff/Public in attendance were: Dr. John Mallonee, Newport SD Board Member; Mr. Brian Griffith; Mr. Len Kapp; Ms. Theresa Kinsinger; Mr. Dave Martin; Ms. Alicia McDonald; Mr. Greg Milbrand; Janilyn Elias; and Stephanie Johnson

Appointment of New
Board Member

Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, “that Mr. William Swanson, Big Spring SD, be appointed to the CAIU Board of Directors to fill an unexpired term of February 28, 2019 - June 30, 2020.”

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

Approval to amend the
agenda to add the
Proposed 2019-2022
Collective Bargaining
Agreement for approval

Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, “that the agenda be amended to add the Proposed 2019-2022 Collective Bargaining Agreement for approval.”

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

Approval of the Proposed
2019-2022 Collective
Bargaining Agreement

Mr. Ford Thompson moved, seconded by Dr. Elisabeth McLean, “that the Proposed 2019-2022 Collective Bargaining Agreement be approved.”

Motion passed with a roll call vote: Dr. Fred Baldwin, yes; Mrs. Barbara Geistwhite, yes; Mrs. Melanie Gurgiolo, yes; Mr. Dennis Helm, yes; Mr. Christopher Lupp, yes; Dr. Elisabeth McLean, yes; Mrs. Brenda Myers, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes (11 – yes; 0 – no)

Board Member
Resignation

Mrs. Brenda Myers moved, seconded by Mr. Ford Thompson, “to accept the resignation of Ms. Jill Stine, Newport School District, from the CAIU Board of Directors effective January 24, 2019, per email.”

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

**Recognition of the
Public: Items Specific to
the Agenda**

Mrs. Jean Rice welcomed Stephanie Johnson and Janilyn Elias to the meeting. She also welcomed Dr. John Mallonee, Newport School District Board Member.

Approval of Minutes

Dr. Fred Baldwin moved, seconded by Mrs. Melanie Gurgiolo, “that the January 24, 2019 minutes be approved.”

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

Board Committee Report

There were no Board Committee Reports.

Treasurer’s Report

Dr. Fred Baldwin moved, seconded by Mrs. Melanie Gurgiolo, “that the following fiscal items be approved:

Treasurer’s Report –
January 2019

January 2019 Treasurer’s Report – a total of \$8,775,706.07 in receipts and \$8,535,475.79 in expenditures.

Payment of Bills – January
2019

January 2019 Payment of Bills.

Summary of Operations –
January 2019

Summary of Operations for January 2019 showing revenues of \$54,505,637.19 and expenses of \$41,294,853.33.”

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

Budget Administration

Mrs. Barbara Geistwhite moved, seconded by Dr. Fred Baldwin, “that the following Budget Administration items be approved:

Proposed 2018-19 Budget
Revision

The following Proposed 2018-2019 Budget Revisions:

- English as a Second Language (ESL)
- Gifted Technical Assistance Services
- Professional Services
- Technology Entrepreneurial

Proposed 2018-19
Original Budgets

Proposed 2018-19 Original Budget - Statewide System of Support.

Proposed 2019-20
General Operating Budget
(2nd Reading)

General Operating Budget (2nd Reading)."

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

There were no Other Fiscal Matters

Other Business Item

Mrs. Brenda Myers moved, seconded by Dr. Elisabeth McLean, "that the following Other Business item be approved:

Contracts – February 2019

Contracts – February 2019

Approval of Calendar
Modification - ACT 80 day

Approval of the following Calendar Modification: Due to a weather related delay, the IU Act 80 half day on January 30, 2019 has been changed to a full Act 80 day. This only applies to CAIU classes operated at Hill Top Academy."

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

Policies & Programs

Mrs. Barb Geistwhite moved, seconded by Dr. Fred Baldwin, "that the following Policies & Programs be approved:

Second Reading, New
Policies

New Policy #823 - Naloxone

Second Reading, Revised
Policies

The following Revised Policies for Second Reading and approval:

- # 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- # 906 - Public Complaints
- # 626 - Federal Fiscal Compliance
- # 612 - Purchases Not Budgeted
- # 613 - Cooperative Purchasing.

First Reading, Revised
Policies

The following Revised Policies were available for First Reading:

- #006 – Meetings
- #818 - Contracted Services Personnel."

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. Ford Thompson moved, seconded Dr. Elisabeth Mclean, "that the following Job Descriptions be approved:

Second Reading, Existing
Position, New Description
- Supervisor, Educational
Services

Second Reading and approval of the following Existing Position, New Descriptions:

- Educational Consultant
- Secretary, Ed Services

First Reading, Existing
Position, Revised
Description

The following Existing Position, Revised Descriptions were available for First Reading:

- Contracts Administrator
- Educational Consultant, Student Services
- Sign Language Interpreter

First Reading, Existing Position, New Description - Educational Coach, Student Services

First Reading, Existing Position, New Description - Educational Coach, Student Services

First Reading, New Position, New Description - Transition Coach

First Reading, New Position, New Description - Transition Coach.”

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. Brenda Myers moved, seconded by Mrs. Barbara Geistwhite, “that the following personnel items be approved:

RESIGNATIONS

AMY DRESSLER, Payroll and Data Coordinator, Administrative Team – Human Resources, effective March 13, 2019. Reason: Personal.

LEASUJA TALLIFERRO, Personal Care Assistant, Emotional Support Program, effective February 15, 2019. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

LENA ENGLE, Paraeducator, base salary of HS+30, Step 3, \$19,970 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

NICOLE FICKES, Paraeducator, base salary of MHW Bachelors, Step 3, \$32,049 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the United Methodist Home for Children budget.

CLAIRE JONES, Temporary Professional, base salary of Masters, Step 6, \$53,733 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a new position funded through the MAWA budget.

JULIA KELLO, part-time Paraeducator, base salary of HS+30, Step 2, \$18,897 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHRISTA MCMAHON, part-time Paraeducator, base salary of HS+30, Step 4, \$20,681 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.

KAYLA MOHLER, Paraeducator, base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

EMILY REESE, part-time Long Term Substitute Temporary Professional, base salary of Masters, Step 1, \$49,738 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the OT/PT budget.

CARISSA THROCKMORTON, Temporary Professional, base salary of Masters, Step 2, \$50,238 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHANGE OF STATUS

ELIZABETH CAPPELLO, from Teacher to Special Projects Coordinator, Educational Services Team, effective February 18, 2019. Change of status results in a change of salary to \$56,650 for 12 months of service and will be prorated for 95 days through June 30, 2019. This is a new position funded through the Professional Services and MACPL budgets.

LISA KLINGLER, from Assistant Supervisor, to Program Supervisor, ANPS Program, effective March 11, 2019. Change of status results in a change of salary to Act 93 Grade 3, \$113,311 for 12 months of service and will be prorated for 80 days through June 30, 2019.

LAUREN ROYER, Professional, from full-time to part-time status, effective February 4, 2019.

LYNNEA SUMMERSCALES, Paraprofessional, from part-time to full-time status, effective February 4, 2019.

LEAVE OF ABSENCE

PATRICE BIXLER, Educational Coach, Student Services Team, leave of absence effective December 19, 2018 – February 22, 2019. Leave is requested using accumulated paid leave for a total of 34 days and is in accordance with CAIU and FMLA policies.

BARBARA FREY, Long Term Substitute Professional, leave of absence effective November 19, 2018 – December 4, 2018. Leave is requested using accumulated paid leave time for a total of 4.5 paid days and without pay for a total of 3.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

SHARON KELLO, Professional, leave of absence effective January 3, 2019 – January 14, 2019. Leave is requested using accumulated paid leave for a total of 8 days and is in accordance with CAIU and FMLA policies.

LISA KLINGLER, Assistant Supervisor, ANPS Program, intermittent FMLA leave through February 4, 2020. Leave is requested in accordance with CAIU and FMLA policies.

JENNIFER KRAUS, Paraeducator, leave of absence effective December 6, 2018 – December 21, 2018. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.

MARIA LAZZAREVICH, Speech and Language Clinician, Early Intervention Program, unpaid leave of absence effective through the remainder of the 2018-2019 school year. Leave is requested in accordance with CAIU policy and procedure.

ANGELA PRESTON, Professional, intermittent FMLA leave through February 1, 2019. Leave is requested in accordance with CAIU and FMLA policies.

LINDSEY SCHUE, Maintenance Technician, Administrative Team – Operations, leave of absence effective January 21, 2019 – February 6, 2019. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.

TRACY SHANK, Coordinator, Educational Services Team, leave of absence effective January 2, 2019 – January 23, 2019. Leave is requested using accumulated paid leave for a total of 15 days and is 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

There were no CAIU retirees.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services, congratulated the ELECT program on their recent audit where they received a 100%. Ms. McDonald reported that Ms. Deb Genet's HS Deaf/HH class is planning a trip this spring to visit Washington D.C., to see the government in action, Gallaudet University, founded for the deaf and hard of hearing, where they will experience deaf culture, and visit Chinatown, which connects with a novel they read in Language Arts. They will also stop at a Starbucks, staffed by individuals who are deaf or hard of hearing.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported on the Annual PASPA Conference taking place in Harrisburg, which provides opportunity to network with school district human resources staff. At the conference, PSERS discussed many of the upcoming changes expected to begin July 1, 2019. Ms. Kinsinger also reported that the new Communication Specialist, Amy Beaver, is doing great job promoting jobs as we are still in need of Educational Paraprofessionals. They will be attending two upcoming job fairs at local Universities.
- Mr. Brian Griffith, Director of Educational Services, reported that Tyrone Howard from UCLA would be here to speak as part of Equity Series. Many school district groups will be attending. In addition, Secretary Rivera along with a cohort superintendents group will be attending. The 4th annual Mid-Atlantic Conference on Personalized Learning (MACPL) will be held on March 13-15, 2019 at the Harrah's Resort and Conference Center, Atlantic City, New Jersey. Visit www.macpl.net for more information. About 500 people have registered. 150 of those are from local districts. Those districts that are members of CAOLA, will be attending free of charge.
- Mr. Dave Martin, Director of Technology Services, provided an update on Cyber Security. There has been several recent phishing attacks; two were significant with one successfully obtaining payroll information. AgendaManager continues to grow; approximately 37 school districts are now members.
- Mr. Greg Milbrand, Assistant Executive Director, thanked Len and his team for the snow and ice removal as well as their quick response to a recent pipe burst in the Keystone/Meadow room. We have been working with a restoration company and our insurance company. Mr. Milbrand reported on the Act 44 Competitive Grant process. We submitted a grant for \$75,000 for operational security and for internal and external professional development. Looking into a consortium wide professional development model. In addition, three categories were defined as to who would be allowed to carry firearms. Only SRO and police officers are allowed to carry, not security officers. Received recent update on Safe2Say program where it defined what is reportable at the end of the year.
- Mr. Daren Moran, Business Manager, also reported that the Act 44 process was very different. There were discussions of not making safety competitive next year. The PASBO representative reported that the budget process is going smoothly. The Governor's budget seems to have a lot of positive momentum. Doing analysis of impact of a minimum wage increase, it may cause a ripple effect. Discussion of a potential increase in EI funding. Business managers will be getting together next week at the annual PASBO conference in Hershey.
- Mrs. Rennie Gibson, Board secretary, reminded the Board to complete their Statement of Financial Interest Forms.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review. She highlighted the Positive Behavioral Intervention & Supports at the Hill Top Academy and congratulated them on creating an exceptional program and atmosphere and being recognized by the state as a model program. Many other schools are using our program as a model. Kudos to Len Kapp and Rob Hoover for going above and beyond. Reported on the STEM competition. With the recent increase in attacks, we will be looking at Cyber Security on a much larger scale.

Kudos to AgendaManager and CAOLA on their continued growth. Invited the Board members to attend two upcoming Equity Series hosted by the CAIU, as well as Champions for Children's annual Bingo fundraiser.

- Departing Board Member** At 9:11 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. Special thanks to Mr. Dennis Helm and Mr. Eric Samples for participating by phone.
- Board Member Sharing of Information** There were no Board Members sharing of information.
- Information Items** The following information items were available for the Boards review:
- Several staff kudos
 - SAC Meeting Minutes – February 20, 2019
- 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, March 28, 2019, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mrs. Brenda Myers moved, seconded by Mrs. Barbara Geistwhite, "that the meeting is adjourned."**
- Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**
- At 9:14 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary