

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**April 25, 2019
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 25, 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 personnel matters.
REGULAR BOARD MEETING	At 8:20 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, Mrs. Judy Crocenzi, Mrs. Melanie Gurgiolo, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. William Swanson, Mr. Ford Thompson, Ms. Ilecia Voughs, and Mr. J. Bruce Walter (16)</p> <p><u>Members not in attendance were</u> Mr. David Barder and Mrs. Maria Memmi (2)</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> Mr. Len Kapp, Ms. Theresa Kinsinger, Mr. Dave Martin, Ms. Alicia McDonald, Ms. Annette Wilson, Dr. Andrew McCrea</p>
Recognition of the Public: Items Specific to the Agenda	The Board welcomed Ms. Annette Wilson and Dr. Andrew McCrea to the meeting.
Approval of Minutes	<p>Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “that the March 28, 2019 minutes be approved.”</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>
Board Committee Report	There were no Board Committee Reports.
Treasurer’s Report	Mr. Ford Thompson moved, seconded by Mr. Eric Samples, “that the following fiscal items be approved:
Treasurer’s Report – March 2019	March 2019 Treasurer’s Report – a total of \$6,053,310.27 in receipts and \$8,282,311.67 in expenditures
Payment of Bills – March 2019	March 2019 Payment of Bills
Summary of Operations – March 2019	Summary of Operations for March 2019 showing revenues of \$64,477,376.75 and \$56,943,879.80 in expenditures.”

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. Dennis Helm moved, seconded by Dr. Layne Lebo, “that the following Budget Administration items be approved:

Proposed 2018-19 Budget Revisions

The following Proposed 2018-2019 Budget Revisions:

- CAMhP
- Diakon Center Point
- ELECT
- Hospital Partial Program
- Institutionalized Childrens Program
- IDEA Section 611 - School Age
- School-Age ACCESS
- Student Services.”

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

Mrs. Brenda Myers moved, seconded by Dr. John Mallonee, “that the following Other Fiscal Matter be approved:

Proposed 2019-20 Student Services Fixed Rates

Proposed 2019-20 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

Amendment of Board Agenda - Contracts – April 2019

Dr. Layne Lebo moved, seconded by Mr. Dennis Helm, “that Board Agenda #10.1 - Other Business be amended to remove the contract for Lobar Associates Construction.”

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

Contracts – April 2019

Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, “that the Contracts – April 2019 be approved as amended.”

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, Revised Policies

The following Revised Policies were approved for Second Reading:

- Policy #222 - Tobacco Use
- Policy #323 - Tobacco

First Reading, Revised Policies

The following Revised Policies were available for First Reading:

- #810.1 - Drug & Alcohol Testing
- #707 - Use of IU Facilities
- #904 - Public Attendance at IU Event
- #104 - Nondiscrimination in Employment Practices
- #808 - Food Services – remove the word “free”
- #619 - Intermediate Unit Audit

First Reading, New Policies The following New Policies were available for First Reading:

- #810.2 - Transportation Video & Audio Recording
- #810.3 - School Vehicle Drivers

First Reading, Retirement of Policy #248 First Reading, Retirement of Policy #248.”

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

Mrs. Brenda Myers moved, seconded by Mr. Ford Thompson, “that the following Policies & Programs be approved:

Proposed 2019-20 Student Services Master Calendar Proposed 2019-20 Student Services Master Calendar

Proposed 2019-20 Educational Services Consultant Calendar Proposed 2019-20 Educational Services Consultant Calendar

Proposed 2019-20 Special Ed Plan Proposed 2019-20 Special Ed Plan

Proposed 2018-19 Calendar changes for ACT 80 days The following Proposed 2018-19 CAIU School-Age calendar changes for ACT 80 days due to weather-related closings and changes in district calendars:

- **Hill Top** – Remove ½ ACT 80 day on June 6, 2019; add a full ACT 80 day on June 10, 2019. This only applies to CAIU classes operated at Hill Top Academy.
- **South Middleton SD** – Move March 22, 2019 ACT 80 day to May 3, 2019. This only applies to CAIU operated classes at Yellow Breeches Middle School and Iron Forge Elementary School.
- **Cumberland Valley SD**–Move March 18, 2019 ACT 80 day to June 10, 2019. This only applies to CAIU operated classes at Cumberland Valley High School.
- **Harrisburg SD** –Add an ACT 80 day on June 5, 2019. This only applies to CAIU operated classes at Melrose Elementary School.
- **West Perry SD** - Add an ACT 80 day on June 10, 2019. This only applies to CAIU operated classes at Carroll Elementary School.”

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. Eric Samples moved, seconded Mrs. Barb Geistwhite, “that the following Job Descriptions be approved:

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

- Assistant Executive Director/Assistant to the Executive Director
- Human Resources Clerk

First Reading, Existing Position, New Description First Reading, Existing Position, New Description - Director of Business and Operations

First Reading, New Position, New Descriptions The following New Position, New Descriptions were available for First Reading:

- Instructional Technology Coach
- ANPS Social Worker.”

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

Personnel Items

Dr. John Mallonee moved, seconded by Mr. Eric Samples, “that the following personnel items be approved:

RESIGNATIONS

CARLOS MEDINA, Mental Health Worker, Student Services Team, effective May 3, 2019. Reason: Personal.

GREGORY MILBRAND, Assistant Executive Director, Administrative Team, effective April 19, 2019. Reason: Accepted a position with Cumberland Valley School District.

SUSAN ROTH, Long Term Substitute Assistant Supervisor, Student Services Team, effective April 30, 2019. Reason: Accepted a position with Sylvan Heights Science Charter School.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

ASHLEY HOFFER, Program Secretary, Student Services Team, base salary of Range 4, \$32,000 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the CORE budget.

TIMOTHY KOHLER, Technology Support Specialist I, Technology Team, base salary of Range 1, \$37,479.35 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the Data Processing/General Operating budgets.

GABRIELLE SEIDEL, Paraeducator, base salary of HS+30, Step 1, \$18,253 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 Deaf/Hard of Hearing budget.

CASEY STEPP, Program Secretary, CAOLA Program, base salary of Range 4, \$33,150 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the CAOLA budget.

CHANGE OF STATUS

LORI CASTLE, from Long Term Substitute Teacher to Temporary Professional, Early Intervention Program, effective April 24, 2019. This is a new position funded through the MAWA budget.

CRYSTAL JENKINS, from Penn Data Specialist, Student Services Team to Transportation Specialist, Administrative Team - Operations, effective July 1, 2019.

SHELLY RILAND, Paraeducator, from active to inactive status due to her rescinding of acceptance of employment offer.”

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

Reports & UpdatesBoard Spotlight – Project
Search

Dr. Andria Saia welcomed Ann Vacchiano, Pam Wilson, Tracy Snyder and several students from Project Search. They provided an overview on how Project Search works and on their daily schedule. They spoke about the application process and orientation. The program offers 20 different departments for the students to choose from. Students attend three 10-week long internships. The students run bi-monthly progress meetings, which provides a chance to brainstorm and discuss their interest in job development. Mentors are assigned to each student. A large part of the program is finding competitive employment and assisting the students through the interview process. 7 out of 9 students are currently employed. All are invited to attend the Project Search Graduation on May 23.

Announcement of CAIU
Retirees

There were no retirees for April 2019.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services reported on the 2019-20 Special Education plan. The CAIU works in conjunction with its member districts to operate a regional special education strategic plan. The plan details how the Core money is used and the requirements around these funds. The plan also includes Program Profiles, which provides details about our classrooms.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we are hosting several school safety trainings. Michael Dorn will be providing a training on May 28. All school districts have been invited at no cost. They are encouraged to send their administration teams, safety coordinators and school safety teams. Len provided an update on transportation. We are working hard to meet all of the school district requests. There is a driver shortage in our region. He provided a facilities update. His staff are in the midst of preparing for summer classroom moves and maintenance updates/repairs. Appreciate those school districts that provide classroom space; help keeps the cost down.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported on some of the changes happening in Human Resources with her departure. The Board wished Theresa well in her new position.
- Mr. Dave Martin, Director of Technology Services, provided an update on AgendaManager. We are seeing a gradual increase. This year we've done 40 demos, 12 trials and nine have signed up. Five more have signed up for a trial account in the near future. As part of our Cyber Security plan, we recently held a Microsoft inTune training. It was very well attended by the districts. A regional training model has been developed to educate the end users on cyber security.
- Mr. Daren Moran, Business Manager, reported on the recent meeting of the Champions for Children Foundation Board. This 501c3 allows us to accept charitable donations. Upcoming fundraisers to support Champions for Children: May 17 Bingo Fundraiser and July 23 Golf Outing. The business manager's job alike group met yesterday and collaborated well on current issues. The Business Office is ramping up to close the year and preparing for the auditors.
- Dr. Andria Saia reported for Brian Griffith, Director of Educational Services. She provided a report on the Mid-Atlantic Conference on Personalized Learning and the CAOLA conference. The conferences were very well attended and they received positive feedback. There will be an upcoming conference held in Georgia and Canada has requested that we bring the conference to their area. Summer Camps are highlighted on our website. CAOLA continues to grow, currently over 120 schools are using CAOLA.
- Rennie Gibson, Board secretary, reported that the annual CAIU board ballots would be sent out within the next week, we are waiting on one school district appointment.
- Andria Saia, Executive Director, highlighted the Project Search program and encouraged all to attend their upcoming graduation.

Upcoming
Events/Graduations/Awards

You are invited to attend the Upcoming Events/Graduations/Awards:

- April 29 – full day of safety training: Act 44 updates, tabletop exercises from Navigate Prepare
- May 8 - West Shore Consortium Prom at the West Shore Evangelical Free Church
- May 15 - Annual Major League Baseball Senators Event for CAIU School-age Classes
- May 16 - Tom Buskey Luncheon ~ Harmony Hall
- May 16 - Deaf/Hard of Hearing Graduation ~ Enola
- May 17 - Champions for Children Bingo ~ Enola
- May 23 - Project Search Graduation ~ Hershey Medical Center
- May 28 - Safety presentation by expert Michael Dorn
- May 30 - Hill Top and District-based Classroom Graduation ~ Enola
- July 23 - C4C Golf Outing

Executive Director's Report

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She wished Theresa well in her next adventure. Mrs. Rice reminded the Board that the Executive Director evaluation is coming up soon.

Board Member Sharing of Information

Dr. John Mallonee reported that the Newport School District recently held an Open House for their cyber program. It was very well attended.

Information Items

The following information items were available for the Boards review:

- Media Item – Legislative Breakfast Press Release
- Staff Kudos - Appreciation from PDE regarding Loysville Art Display

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 23, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

Mr. Eric Samples moved, seconded by Mrs. Judy Crocenzi, "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 9:34 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary