

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**May 23, 2019**  
**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 23, 2019, at the Capital Area Intermediate Unit at the Enola Office.

- REGULAR BOARD MEETING** At 8:02 a.m., the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order by President, Mrs. Jean Rice.
- 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. Judy Crocenzi, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Mr. Christopher Lupp, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Maria Memmi (arrived after roll call), Mrs. Brenda Myers, Mrs. Jean Rice, Mr. William Swanson, and Mr. Ford Thompson (12)  
**Members not in attendance were** Mr. David Barder, Mrs. Barbara Geistwhite, Dr. Layne Lebo, Mr. Eric Samples, Mrs. Illecia Voughs, and Mr. J. Bruce Walter (6)  
**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:** Mr. Len Kapp, Mr. Dave Martin, Mr. Brian Griffith, Ms. Alicia McDonald, Mrs. Joy Forry
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed Mrs. Joanne Custer and Mr. Hal Berstresser, Cooperative Education Coordinators from Dauphin and Cumberland Technical Schools; Jaidyn Jackson, Dalton Kiner, and Nate Foster, CAIU student interns to the meeting; and Joy Forry, CAIU Technology Administrative Assistant.
- Reports & Updates**
- Board Spotlight – Technology Services Co-Op and Internship Program The Board Spotlight was on the Technology Services Co-Op and Internship Program. Dave Martin shared a PowerPoint overview of the program and introduced the Cooperative Education Coordinators, Mrs. Joanne Custer, Dauphin County Technical School and Mr. Hal Berstresser, Cumberland-Perry Area Vocational Technical School. He also introduced our current interns, Jaidyn Jackson, Dalton Kiner, and Nate Foster who shared their experiences and plans. The program has been highly successful. Interviews for 2018-19 summer co-ops were just completed and three new student co-ops will begin this summer working in Network Administration/Helpdesk area.
- Arriving Board Member At 8:12 a.m., Mrs. Maria Memmi arrived at the Board Meeting.
- EXECUTIVE SESSION** At 8:28 a.m., the Board entered into an Executive Session to discuss personnel matters.
- REGULAR BOARD MEETING** At 8:59 a.m., the Board reentered into the Regular Meeting.
- Approval of Minutes** **Dr. Fred Baldwin moved, seconded by Dr. John Mallonee,** “that the April 25, 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.**

<b>Board Committee Report</b>	There were no Board Committee Reports.
<b>Treasurer's Report</b>	<b>Mr. Ford Thompson moved, seconded by Dr. Elisabeth McLean,</b> "that the following fiscal items be approved:
Treasurer's Report – April 2019	April 2019 Treasurer's Report – a total of \$6,550,361.44 in receipts and \$6,327,004.63 in expenditures
Payment of Bills – April 2019	April 2019 Payment of Bills
Summary of Operations – April 2019	Summary of Operations for April 2019 showing revenues of \$71,794,520.13 and \$64,433,119.37 in expenditures."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	<b>Mrs. Judy Crocenzi moved, seconded by Mrs. Melanie Gurgiolo,</b> "that the following Budget Administration items be approved:
Proposed 2018-19 Budget Revisions	The following Proposed 2018-2019 Budget Revisions: <ul style="list-style-type: none"> <li>• Act 89 (Nonpublic Schools)</li> <li>• Nonpublic Auxiliary Title I</li> <li>• Statewide System of Support."</li> </ul>
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matters</b>	<b>Dr. Fred Baldwin moved, seconded by Mrs. Melanie Gurgiolo,</b> "that the following Other Fiscal Matters be approved:
2018-19 Audit Engagement Letter	2018-19 Audit Engagement Letter
Proposed 2019-20 Cafeteria Rates	Proposed 2019-20 Cafeteria Rates."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
	<b>Mr. Dennis Helm moved, seconded by Dr. Fred Baldwin,</b> "that the following Other Fiscal Matter be approved:
Proposed Hill Top Academy Lease Extension	Proposed Hill Top Academy Lease Extension – 2-year extension."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Business Item</b>	
Contracts – May 2019	<b>Dr. Fred Baldwin moved, seconded by Mr. Dennis Helm,</b> "that the Contracts – May 2019 be approved."
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>

Appointment of Voting Delegate for the PSBA Delegate Assembly

**Mrs. Judy Crocenzi moved, seconded by Mr. Dennis Helm,** “that Mrs. Jean Rice be appointed to serve as the CAIU Voting Delegate at the PSBA Delegate Assembly.”

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

Proposed 2019-20 Board Meeting Dates

**Dr. John Mallonee moved, seconded by Mr. Dennis Helm,** “that the Proposed 2019-20 Board Meeting Dates be approved.”

**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. Dennis Helm,** “that the following Policies & Programs be approved:

Second Reading, Revised Policies

The following Revised Policies were approved for Second 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
- #619 - Intermediate Unit Audit

Second Reading, New Policies

The following New Policies were approved for Second Reading:

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

Second Reading, Retirement of Policy #248

Second Reading - Retirement of Policy #248

First Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments

First Reading, Revised Policy #103.1 - Nondiscrimination in Referral, Admissions & Room Assignments

Proposed 2019-21 Proposed Education Program (PEP) Loysville Youth Development Center

Approval of the Proposed 2019-21 Proposed Education Program (PEP) Loysville Youth Development Center.”

**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 Mr. Dennis Helm,** “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Descriptions

The following Existing Position, Revised Descriptions were approved for Second Reading:

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

Second Reading, Existing Position, New Description

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

Second Reading, New Position, New Descriptions	<p>The following New Position, New Descriptions were approved for Second Reading:</p> <ul style="list-style-type: none"> <li>• Instructional Technology Coach</li> <li>• ANPS Social Worker</li> </ul>
First Reading, Existing Position, New Descriptions	<p>First Reading, Existing Position, New Descriptions:</p> <ul style="list-style-type: none"> <li>• Human Resources Manager</li> <li>• Human Resources Generalist</li> <li>• Human Resources Coordinator</li> <li>• Assistant Business Manager</li> <li>• Floater Teacher</li> <li>• Data Coordinator EI</li> <li>• ANPS Program Coordinator</li> </ul>
First Reading, Existing Position, Revised Descriptions	<p>First Reading, Existing Position, Revised Descriptions:</p> <ul style="list-style-type: none"> <li>• Supervisor of Operations, Safety, &amp; Transportation</li> <li>• Transportation Specialist</li> </ul>
First Reading, New Position, New Description - Clerical & File Worker	<p>First Reading, New Position, New Description - Clerical &amp; File Worker."</p>
	<p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Amendment of Board Agenda</b>	<p><b>Mrs. Judy Crocenzi moved, seconded by Mrs. Brenda Myers,</b> "that the Board agenda be amended to add the approval of the Contract for Employment of Assistant Executive Director."</p>
	<p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Approval of Salary - Assistant Executive Director</b>	<p><b>Mr. Ford Thompson moved, seconded by Dr. Fred Baldwin,</b> "that the salary for Dr. Thomas Calvecchio, Assistant Executive Director, be approved at \$137,082 prorated for the balance of the 2018-2019 school-year, and \$137,082 for the 2019-2020 school-year."</p>
	<p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Amendment of Personnel Addendum</b>	<p><b>Dr. Fred Baldwin moved, seconded by Mrs. Judy Crocenzi,</b> "that the Personnel Addendum be amended to reflect the following two changes:</p> <ul style="list-style-type: none"> <li>• Approved salary of THOMAS CALVECCHIO at \$137,082 prorated for the balance of the 2018-2019 school year, and \$137,082 for the 2019-2020 school year.</li> <li>• Removing the word "Temporary" from the Change of Status for: Erin Miller, Emily Reese, and Kristen Schreiber."</li> </ul>
	<p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Personnel Items</b>	<p><b>Mrs. Melanie Gurgiolo moved, seconded by Dr. John Mallonee,</b> "that the following personnel items be approved as amended:</p>
RESIGNATIONS	<p><b>JEFFREY BRUCE,</b> Lead Receiver/Warehouseman, Administrative Team - Operations, October 15, 2019. Reason: Retirement after more than 35 years of continuous CAIU service.</p> <p><b>RACHEL BYE,</b> Teacher, Early Intervention Program, effective June 30, 2019. Reason: Personal.</p>

**BETHANY CHASTEEN**, Personal Care Assistant, Autism Support Program, effective May 2, 2019. Reason: Personal.

**ZACHARY COOPER**, Personal Care Assistant, CATES Program, effective June 17, 2019. Reason: Personal.

**CONSTANCE CORL**, Job Coach, Transition Services Program, June 7, 2019. Reason: Retirement after more than 30 years of continuous CAIU service.

**MARY DAUBENSPECK**, Teacher, Vision Program, July 31, 2019. Reason: Retirement after 26 years of continuous CAIU service.

**DEBORAH EVANS**, Program Supervisor, Training and Consultation Program, September 16, 2019. Reason: Retirement after more than 33 years of continuous CAIU service.

**BARBARA KAUFFMAN**, Guidance Counselor, ANPS Program, June 7, 2019. Reason: Retirement after 23 years of continuous CAIU service.

**ROSE ANNA STILLWAGON**, Teacher, Vision Program, June 10, 2019. Reason: Retirement after 33 years of continuous CAIU service.

**ALICE WOMER**, Educational Consultant, Speech and Language Program, June 14, 2019. Reason: Retirement after 21 years of continuous CAIU service.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**JANELL BUSH**, Paraeducator, effective for the 2019-2020 school year. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$24,700 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

**THOMAS CALVECCHIO**, Assistant Executive Director, Administrative Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be \$137,082 for 12 months of service, prorated based on the number of days worked. This is a replacement position funded through the General Operating budget.

**PATRICIA COLE**, Professional, effective May 8, 2019. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 15, \$71,247 for 189 days of service and will be prorated for a total of 21 days with additional new hire days as required. This is a new position funded through the MAWA budget.

**AUTUMN EVANS**, Human Resources Clerk, Administrative Team – Human Resources, effective June 3, 2019. Salary of \$35,700 based on 260 days and will be prorated for a total of 20 days through June 30, 2019. This is a replacement position funded through the General Operating budget.

**MARYA DEMPSEY**, Paraeducator, effective May 1, 2019. Assignment: Personal Care Assistant, Multiple Disabilities Support Program with base salary of HS+30, Step 4, \$20,681 for 189 days of service will be prorated for a total of 27 days with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

**ASHLEY HALE**, Payroll and Data Coordinator, Administrative Team – Human Resources, effective June 3, 2019. Salary of \$43,000 based on 260 days and will be prorated for a total of 20 days through June 30, 2019. This is a replacement position funded through the General Operating budget.

**CAITLIN HARMAN**, Professional, effective for the 2019-2020 school year. Assignment: Teacher, Autism Support Program with base salary of Masters, Step 7, \$56,026 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

**REBECCA HEGMAN**, Temporary Professional, effective for the 2019-2020 school year. Assignment: Teacher, Capital Area Mental-health Program with base salary of Bachelors, Step 1, \$47,560 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Capital Area Mental-health budget.

**KRISTEN HOCKENBURY**, Professional, effective for the 2019-2020 school year. Assignment: Behavior Consultant, Autism Support Program with base salary of Masters, Step 7, \$56,026 for 190 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

**LEAH KOSTELAC**, Professional, effective for the 2019-2020 school year. Assignment: Transition Coach, Pupil Services Program with base salary of Masters, Step 13, \$67,449 for 190 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.

**DONNA WINFINDALE**, Program Secretary, Student Services Team, effective April 29, 2019. Salary of \$36,000 based on 260 days and will be prorated for a total of 45 days through June 30, 2019. This is a replacement position funded through the CORE budget.

#### CHANGE OF STATUS

**IRMA BAUGHMAN**, from Human Resources Supervisor to Human Resources Manager, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$76,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

**ELIZABETH DEAVEN**, from Hiring and Employment Coordinator to Human Resources Generalist, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$57,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

**LIONEL KAPP**, from Supervisor of Operations and Transportation to Supervisor of Operations, Safety and Transportation, effective May 23, 2019. Change of status results in a change of salary to \$98,000 based on 260 days and will be prorated for 27 days through June 30, 2019.

**LAUREN MAHONEY**, from Program Secretary to Data Specialist, Student Services Team, effective June 3, 2019. Change of status results in a change of salary to \$44,000 based on 260 days and will be prorated for a total of 20 days through June 30, 2019.

**ERIN MILLER**, from Long Term Substitute Occupational Therapist to Professional, OT/PT Program, effective May 15, 2019. This is a new position funded through the OT/PT budget

**DAREN MORAN**, from Business Manager to Director of Business and Operations, effective April 25, 2019. Change of status results in a change of salary to Act 93 Grade 1, \$133,954 based on 260 days and will be prorated for a total of 47 days through June 30, 2019.

**JENNIFER NEUSBAUM**, from Administrative Assistant to Human Resources Coordinator, Administrative Team – Human Resources, effective May 23, 2019. Change of status results in a change of salary to \$49,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

**ANGELA PRESTON**, from Long Term Substitute Teacher to Professional, Emotional Support Program, effective April 29, 2019. This is a replacement position funded through the Emotional Support budget.

**EMILY REESE**, part-time Professional, change in the end date of your Long Term Substitute Occupational Therapist assignment to September 30, 2019.

**DAWN SAGER**, from Business Operations Supervisor to Assistant Business Manager, Administrative Team - Business, effective May 23, 2019. Change of status results in a change of salary to \$78,000 based on 260 days and will be prorated for a total of 27 days through June 30, 2019.

**KRISTEN SCHREIBER**, from Long Term Substitute Occupational Therapist to Professional, OT/PT Program, effective May 2, 2019. This is a new position funded through the OT/PT budget.

**GABRIELLE SEIDEL**, Paraprofessional, from part-time to full-time status, effective May 6, 2019.”

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

Employment Contract –  
Assistant Executive  
Director

**Mr. Dennis Helm moved, seconded by Dr. Fred Baldwin,** “that the contract for employment of the Assistant Executive Director be approved.”

**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 retirees for April 2019.

CAIU Team Reports

- Ms. Alicia McDonald, Director of Student Services reported that Hill Top Academy and Messiah College are collaborating to create teacher intern opportunities for seniors with education and special education majors. The teacher interns will be selected and matched after an application and interview process. The teacher interns will work within a classroom for a complete school year and will develop and refine instructional, assessment, and management skills as they work closely with their CAIU partner teacher.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported on the May 7 TMI training and tabletop discussion. The IU applied for the Act 44 Safety Grant but was not awarded any funds.
- Mr. Dave Martin, Director of Technology Services, thanked the Board for their support of our interns. We hope to continue to expand this program. Mr. Martin reported on security upgrades and his staff are ramping up for summer projects such as implementing one to one at Hill Top Academy for the 2019-20 school year.
- Mr. Daren Moran, Business Manager, gave kudos to Len for taking on additional job duties such as safety and security, facility upgrades, and re-staffing due to retirements. We are working with Crabtree and Rohrbaugh on a facility analysis of the Enola building to see if we are utilizing the space in the most efficient way. We collected data from multiple surveys and are working closely with Crabtree on the results. We are focusing on conference space and building safety and security. We are knee deep in implementing a new system and process for our contracts. Implementation is expected for July 1.
- Brian Griffith, Director of Educational Services provided an updates on the Regional Math 24 Competition held earlier this month. Please refer to the Executive Director Report for details. Sarah Kelly is doing a great job leading the summer camps. Almost 300 students have registered. Lamar Advertising has sponsored several billboards for advertising of the camps. Sarah will be appearing on Good Day Today about the summer camps. CAOLA has served approximately 7000 students this year with over 3000 being full-time.
- Rennie Gibson, Board secretary, reported that the CAIU Annual Ballots were distributed to the school boards for voting for election at our July Reorganization Meeting.
- Andria Saia, Executive Director, highlighted the Technology Services Co-Op and Internship Opportunities. Dr. Saia reported on the Annual Champions for Children Bingo Fundraiser held last week. The event was a success and brought in over \$7500 in revenue. She shared her gratitude for all of the donations of food and prizes from staff and local businesses. The Champions for Children Golf fundraiser will be held on July 23. She also reported on a meeting she attended with the China office of AESA on May 6. They are inviting teachers and administrators to visit. We are also looking at how CAOLA could be used internationally.

- Bob Frankhouser, Solicitor, reported that if your home school district is running any fundraisers and wants to raise money, please pay attention to the statutes in PA as the rules can differ depending on the game of chance and who you are.

**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 recently attended the CAIU Deaf and Hard of Hearing Award Ceremony. She will also be attending the Project Search Graduation this evening and inviting all Board members to attend.

**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:

- SAC Meeting Minutes – May 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, June 27, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

**Mrs. Melanie Gurgiolo moved, seconded by Dr. Fred Baldwin**, "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 9:43 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary