

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**July 26, 2018
MINUTES**

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

REGULAR BOARD MEETING

At 8:07 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 8:07 a.m., the Board entered into an Executive Session to discuss personnel, negotiations and legal matters.

REGULAR BOARD MEETING

At 8:34 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

Members in attendance were: Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. Wilbur Wolf **(8)**

Members not in attendance were: Dr. Fred Baldwin, Mr. David Barder, Ms. Ilecia Buckner, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Maria Memmi, Mrs. Jill Stine, Mr. J. Bruce Walter, and Mr. Melvin Wilson **(11)**

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: Ms. Alicia McDonald, Mr. Brian Griffith, Ms. Theresa Kinsinger

At 8:45 a.m. Mr. Bob Frankhouser, Solicitor, announced that there is an absence of a quorum with only nine Board members in attendance due to extreme weather conditions. Mr. Frankhouser advised that, at this time, the Regular Public Action meeting has been cancelled and is now a Public Informational meeting. The CAIU is required to re-organize in the month of July but cannot do so due to the nominating committee chair being absent. We will defer re-organization to the August Board Meeting.

Under Article III, Section Seventeen, of the CAIU By-Laws, in the event that a regularly scheduled meeting of the Board is cancelled, the Executive Director is authorized to:

- (a) Proceed with payment of bills properly due under contracts or policies, or properly due by reason of other actions or transactions, approved by the Board;
- (b) Implement the personnel transactions listed on the agenda for the cancelled meeting, including employment, resignation, retirement and changes of status; and
- (c) Implement, after consultation with the President, any proposed action deemed to be essential to the on-going conduct of Intermediate Unit business.

Any action described above shall not be taken upon a request of any member of the Board received by the Secretary or any member of the Executive Cabinet by 3:00 p.m. on the next business day following the cancelled meeting. All actions implemented under this provision shall be subject to ratification and approval by the Board at the August 23, 2018 Board of Directors Meeting.

Recognition of the Public: Items Specific to the Agenda

There was no public in attendance.

Re-Organization

The CAIU is required to re-organize in the month of July but cannot do so due to the nominating committee chair being absent. The following election of 2018-19 Officers will be deferred to the August Board Meeting:

2018-19 Election of Officers

Election of officers to a one year term of July 1, 2018 – June 30, 2019:

- Board President
- Vice-President
- Treasurer
- Secretary

Ratification of July 26, 2018 Action Items

The following Action Items are subject to ratification at the August 23, 2018 CAIU Board of Director's meeting due to lack of quorum:

Election of New Board Members

Election of the following CAIU Board Members for a new three-year term from July 1, 2018 – June 30, 2021:

- **Dr. Fred Baldwin**, Carlisle Area School District
- **Mr. Ford Thompson**, Central Dauphin School District
- **Mrs. Barbara Geistwhite**, Cumberland Valley School District
- **Ms. Maria Memmi**, Derry Township School District
- **Mr. J. Bruce Walter**, Millersburg Area School District
- **Mrs. Jill Stine**, Newport School District
- **Mr. Christopher A. Lupp**, Middletown Area School District

Election of the following CAIU Members to fill an unexpired term:

- **Mrs. Melanie Gurgiolo**, Camp Hill School District, **beginning December 21, 2017 and ending June 30, 2019**
- **Mr. Dennis Helm**, East Pennsboro Area School District, **beginning December 21, 2017 and ending June 30, 2019**
- **Ms. Ilecia Buckner**, Susquehanna Township School District, **beginning January 25, 2018 and ending June 30, 2019**
- **Mr. Melvin Wilson Jr.**, Harrisburg School District, **beginning April 26, 2018 and ending June 30, 2019**

Newspaper of General Circulation

Designation of Patriot-News as the Newspaper of General Circulation

Appointment of Committee Chairs/Members

2018-19 Appointment of CAIU Board Committee Chairs and Members.

Approval of Minutes

Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of June 28, 2018 are approved."

Treasurer's Report

Treasurer's Report – June 2018

June 2018 Treasurer's Report – a total of \$5,871,885.15 in receipts and \$11,511,845.15 in expenditures

Payment of Bills – June 2018

June 2018 Payment of Bills

Summary of Operations – June 2018

June 2018 Summary of Operations showing revenues of \$81,815,372.19 and expenses of \$81,926,809.35."

Budget Administration

Proposed 2018-19
Original Budget - PA
Assessment and
Accountability Workshop

Proposed 2018-19 Original Budget - PA Assessment and Accountability Workshop

Other Business Item

Contracts – June 2018

Contracts – July 2018

Proposed Second
Agreement of Loan
Agreement/Service
Agreement between CAIU
& PCD

Proposed Second Agreement of Loan Agreement/Service Agreement between CAIU & PCD

Policies & Programs

Second Reading, Revised
Policy #138 - Language
Instruction Education
Program - EL

Second Reading, Revised Policy #138 - Language Instruction Education Program - EL

First Reading, Revised
Policy #311 -
Suspensions/Furloughs

First Reading, Revised Policy #311 - Suspensions/Furloughs

First Reading, Revised
Policy #810 -
Transportation

First Reading, Revised Policy #810 – Transportation

Job Descriptions

Second Reading Existing
Position, Revised
Descriptions

The following Existing Position, Revised Descriptions were available for second reading:

- Technology Support Specialist I
- Technology Support Specialist II
- Technology Support Specialist III

Personnel Items

RESIGNATIONS

ELIZABETH ADGIE, Paraeducator, Early Intervention Program, effective June 1, 2018. Reason: Personal.

BARBARA PEARSALL, Professional, Service Coordinator, Early Intervention Program, effective September 5, 2018. Reason: Retirement after more than 23 years of continuous CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

STEPHANIE CRATER, part-time Professional, Extended School Year (ESY) Program, effective July 9, 2018 – July 31, 2018. Base salary of Masters, Step 3, \$50,738 for 189 days of service will be prorated based on the number of days/hours worked. This is a temporary position funded through the ESY budget.

BRANDON DEBOW, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

TRACY GEIST, Professional, effective August 23, 2018. Assignment: Social Worker, Pupil Services Program with base salary of Masters+60, Step 15, \$76,790 for 189 days of service with additional new hire days as required. This is a new position funded through the Educational Consultant and Pupil Services budgets.

JULIA KEPLER, Professional, effective August 28, 2018. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 1, \$44,247 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.

LINDA KOCH, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

CARRIE LERSCH, Professional, effective August 1, 2018. Assignment: Orientation and Mobility Specialist, Blind/Visually Impaired Support Program with base salary of Masters, Step 15, \$69,753 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Blind/Visually Impaired Support budget.

KERI MCKEEVER, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

LAUREN ROYER, Professional, effective August 1, 2018. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+15, Step 3, \$52,017 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

ANTHONY TALIANI, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 2, \$18,897 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.

KEITH WATSON, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Range 3, \$115,623 for 12 months of service, prorated based on number of days worked through June 30, 2019. This is a replacement position funded through the CORE budget.

CHANGE OF STATUS

BENJAMIN BERRY, from Business Analyst I to Business Analyst II, Technology Team, effective July 1, 2018. Change of status results in a change of salary to \$58,000 for 12 months of service.

KAREEM COTTON, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, Capital Area Mental-health Program, effective August 23, 2018. Change of status results in a change of salary to MHW Bachelors, Step 13, \$46,744 for 189 days of service.

BARABARA FREY, from Paraeducator to Temporary Professional, Long Term Substitute Teacher, Student Services Team, effective August 1, 2018 – June 11, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$44,247 for 189 days of service.

CHANGES OF SALARY

JANET PENICA, from Paraeducator, EPP to Paraeducator, Job Coach. Change in position results in a payment of a \$2,950 stipend, effective for the 2018-2019 school year as per the Memorandum of Understanding (MOU).

CONSTANCE SWIFT, from Paraeducator, Educational Paraprofessional to Paraeducator, Job Coach. Change in position results in a payment of a \$2,950 stipend, effective for the 2018-2019 school year as per the Memorandum of Understanding (MOU).

Reports & Updates

Board Spotlight – Champions for Children

This month's Board Spotlight was on Champions for Children. Tammy True, Committee Chair, provided an overview of the Champions for Children Committee. She spoke about their mission to improve the lives of children with special needs; how funds are requested; and the projects and fundraisers used to raise money. Champions for Children funds have been used to purchase such things as: equipment (wheelchairs, hearing aids, glasses, computers, etc.); clothing (coats, hats, gloves, etc.), provide money for student forums, workshops and conferences for parents among other things.

Announcement of CAIU Retirees

The CAIU Board of Directors would like to take a moment at this month's Board meeting to announce the following July 2018 CAIU Retirees:

- **Diane Kovac**, Service Coordinator, EI, retirement after 19 years of service
- **Sandra Kirchner**, EPP, EI, retirement after 40 years of service
- **Susan Luhn**, EPP, EI, retirement after 29 years of service

CAIU Team Reports

- **Alicia McDonald**, Director of Student Services, reported on a new high school CAMhP (Capital Area Mental Health Program) class that will open at Cumberland Valley High School for the 2018-2019 school year. This will be the fifth CAMhP classroom. West Perry has offered to host an additional CAIU classroom at Carroll Elementary. We will open an Autism Support classroom at that location. We will also operate a new elementary MDS (Multiple Disabilities Support) classroom at Melrose Elementary in Harrisburg SD. United Methodist Home for Children will merge with Care for Children in November. That change will increase the number of residential students to 50. The West Shore School District has contracted with the CAIU to open two classes within that residential facility.
- **Theresa Kinsinger**, Director of Organizational Services, reported that we currently have about twenty job openings, eleven of which are paraprofessional positions. Theresa recently visited IU13 to review their contracting system, and Human Resources staff will be looking at another HR system to enhance or replace Alio.
- **Brian Griffith**, Director of Curriculum Services, shared updates on the summer professional development sessions. On July 19, Dr. Franklin Campbell Jones presented a session to CAIU staff about Culturally Responsive Schools. Dr. Campbell Jones is an international speaker on the topic of Cultural Proficiency and creating culturally responsive schools. Eighty staff members participated in this session and another 80 will be trained by Dr. Campbell Jones when he returns to CAIU on July 31. The STEAM summer camp was held this week, students from grades 5-8 attended and participated in various activities that focused on things such as coding, gaming, photography. These camps are a direct service to parents and have been very well received. We hope to expand next summer. We applied for the Pre-K Counts Grants but did not receive the grant. We are moving forward with learning and engaging various partners with Pre-K providers.
- **Daren Moran**, Business Manager, reported that the Champions for Children Golf Tournament and Fundraiser was cancelled due to the weather. The committee is working to reschedule the event in the near future. Refunds will be offered to those that gave towards the event.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She spoke about her recent visit with Tom Haupt at Millersburg school district where she had the opportunity to tour the building. Dr. Saia shared the story behind the new weight room, which was a Make-a-Wish project for a Millersburg student diagnosed with brain cancer. She also spoke about the many challenges that the school districts of that region are facing and how they've worked to overcome those challenges. They've developed an amazing program for life skills children and she plans to explore these opportunities here at our IU to provide these kinds of opportunities for kids.

President's Report

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

Board Member Sharing of Information Board Members had a brief discussion around issues that some school districts are facing with social media and their Acceptable Use policy.

Information Items There were no information items for the Board's review.

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, August 23, 2018, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment **Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, "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 9:45 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary