

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**October 25, 2018
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 25, 2018, 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 8:00 a.m., the Board entered into an Executive Session to discuss personnel matters.
REGULAR BOARD MEETING	At 8:23 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. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Layne Lebo, Mr. Christopher Lupp, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Ms. Ilceia Voughs, Mr. J. Bruce Walter, and Mr. Wilbur Wolf (13)</p> <p><u>Members not in attendance were</u> Mr. David Barder, Mrs. Maria Memmi, Mr. Eric Samples, Mrs. Jill Stine, Mr. Ford Thompson, and Mr. Melvin Wilson (6)</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. Greg Milbrand, Ms. Alicia McDonald, Mr. Brian Griffith, Ms. Theresa Kinsinger, Mr. David Martin, and Mr. Len Kapp</p>
Recognition of the Public: Items Specific to the Agenda	Mrs. Jean Rice welcomed all to the meeting.
Approval of Minutes	<p>Dr. Fred Baldwin moved, seconded by Dr. Elisabeth McLean, “that the September 27, 2018 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	Mrs. Jean Rice reported that several meeting dates have been scheduled during November and December to discuss negotiations.
Treasurer’s Report	Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi, “that the following fiscal items be approved:
Treasurer’s Report – September 2018	September 2018 Treasurer’s Report – a total of \$5,021,438.85 in receipts and \$8,653,000.84 in expenditures.
Payment of Bills – September 2018	September 2018 Payment of Bills.
Summary of Operations – June 2018	June 2018 Summary of Operations (as of October 10, 2018) showing revenues of \$92,885,464.77 and expenses of \$92, 369, 793, 64.

Summary of Operations – September 2018 Summary of Operations for September 2018 showing revenues of \$16,570,828.46 and expenses of \$12,764,634.10.”

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 Mrs. Barbara Geistwhite,** “that the following Budget Administration Items be approved:

Proposed 2018-19 Original Budgets Proposed 2018-19 Original Budgets:

- Preschool Fiscal Management Grant United Way Education Initiative
- United Way Education Initiative.”

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 **Mr. Wilbur Wolf moved, seconded by Mrs. Barb Geistwhite,** “that the following Other Business Item be approved:

Contracts – October 2018 Contracts – October 2018

Lease Agreement between CAIU and South Central Work Force Investment Board Lease Agreement between CAIU and South Central Work Force Investment Board.”

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

Policies & Programs There were no Policies & Programs.

Job Descriptions **Mr. Dennis Helm moved, seconded by Dr. Fred Baldwin,** “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Description - Program Secretary - Data Team Second Reading, Existing Position, Revised Description - Program Secretary - Data Team

Second Reading, New Position, New Description - Data Coordinator Second Reading, New Position, New Description - Data Coordinator

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

- Contracts Specialist
- Director of Educational Services
- Special Projects Coordinator.”

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

Personnel Items **Mr. Wilbur Wolf moved, seconded by Mrs. Judy Crocenzi,** “that the following personnel items be approved:

RESIGNATIONS

ROBIN BAKER, Professional, Loysville Youth Development Center, effective September 28, 2018. Reason: Personal.

MICHAEL BAER, Paraeducator, Autism Support Program, effective October 19, 2018. Reason: Personal.

KATHRYN KELLY, Professional, Speech and Language Clinician, Early Intervention Program, effective January 4, 2019. Reason: Retirement after more than 32 years of continuous CAIU service.

DIANE WILSON, Paraeducator, Emotional Support Program, effective December 21, 2018. Reason: Retirement after more than 28 years of continuous CAIU service.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

KORRYN BOGDAN, Professional, effective October 22, 2018 – June 7, 2019. Assignment: Long Term Substitute Teacher, Deaf/Hard of Hearing Program with base salary of Masters, Step 6, \$53,733 for 189 days of service which will be prorated for a total of 145 days. This is a new position funded through the Deaf/Hard of Hearing budget.

MATTHEW GERKIN, Paraeducator, effective October 22, 2018. Assignment: Job Coach, Transition Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service, which will be prorated, for a total of 148 days with additional new hire days as required. This is a replacement position funded through the Transition budget.

BRIAN STAMBAUGH, Paraeducator, effective October 22, 2018. Assignment: Educational Paraprofessional, Loysville Youth Development Center with base salary of HS, Step 1, \$16,892 for 189 days of service, which will be prorated, for a total of 148 days with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.

ANGEL WILLIAMS, Paraeducator, effective October 11, 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 140 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

CHANGE OF STATUS

BRANDON DEBOW, Paraeducator, change in start date of employment from August 27, 2018 to October 1, 2018.

DINA DUFFY, Professional, from part-time to full-time status, effective December 17, 2018.

SHARON KELLO, Professional, change in leave of absence return to work date from October 11, 2018 to October 15, 2018.

TODD WITTERS, Professional, change from part-time Floater Teacher to full-time Teacher, Capital Area Mental-health Program, effective October 22, 2018. This change in status results in a change of salary to 100% of the Masters, Step 8 salary of \$56,752 for 189 days of service.

LEAVES OF ABSENCE

PATRICIA SADLOCK, Paraeducator, intermittent FMLA leave through October 22, 2019. 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

Board Spotlight -
AgendaManager

The October Board Spotlight was on AgendaManager. Dave Martin introduced Rocky Brent, Account Manager, and Joe Gallucci, Technology Applications Supervisor, who presented an overview of AgendaManager. AgendaManager was developed in-house and is a paperless, web-based meeting management solution to streamline communication and collaboration. Joe Gallucci spoke about the “flipping the meeting” concept and incorporating this concept into AgendaManager for more productive meetings. Rocky Brent provided a revenue summary and shared that this year there

was an increase in revenue. He also spoke about the many new partnerships that have been established over this past year.

Announcement of CAIU Retirees

There were no retirees.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, reported that Dr. John Thompson, Eric Bostick, and Terry Telep participated in PAIU Fall Day on the Hill on October 16. They met with legislators to share the important contributions IU's are making in the communities across the Commonwealth. Over 100 people attended Hill Top's Back to School Night. As part of an innovation grant and a parent-engagement grant, Hill Top Academy is now offering sessions to parents to help them communicate and engage more effectively during parent conferences and at other parent-school meetings. The first session was a great success. The CAIU will host 100 students across the 24 districts to take part in Aevium, which means, "I've got your back." Aevium was created by students after the loss of a classmate to suicide. Hill Top's Emotional Support high school class visited The Caring Place for a tour of the facility and a luncheon. The purpose of the visit was to allow students and teachers to learn firsthand about the organization.
- Theresa Kinsinger, Director of Organizational Services, reported that we are still down staff and are in need of thirteen paraprofessionals. Recent changes to Act 82 were passed, updating teacher's certifications. We are hopeful that these changes will bring more special education teachers in. The changes will not go into effect until 2020.
- Brian Griffith, Director of Educational Services, reported on the 3rd Annual Tinker Expo held this week. The focus was on STEM activities and drones. Just a reminder that the PA Future Ready Index Dashboard will go live to the public in mid-November. The Dashboard will bring all data together and be made available for the community, public and school districts to review. The next step is to identify schools for school improvement.
- Dave Martin, Director of Technology, provided the Board Spotlight on AgendaManager.
- Daren Moran, Business Manager, reported that the business office is finishing the 2017-18 Audit. The Audit presentation will be held in November or December. Preparation for the 2019-20 budget will begin and Daren will schedule a meeting with The Board Finance Committee sometime in the near future.
- Greg Milbrand, Assistant Executive Director, reported that the CAIU submitted the ACT 44 grant. Grant funds are due to be released by December. Greg and Theresa held first round interviews this week for the Marketing/Communication position. Greg attended the Curriculum conference last week and gave kudos to the Educational Service's team for a job well done. SPP Act 82 scores will be made public but should just be for school staff. Created a Safety Network group to meet and discuss safety issues across the region.
- Andria Saia, Executive Director, reported that several Board members have requested to visit Loysville. We would like to coordinate a trip for Board members to tour Loysville following our November Board meeting. If you are interested, please let Rennie know. There are many exciting things happening across the IU. This month's Executive Director Spotlight was on employee engagement. Dr. Saia has been working with a committee of volunteers to plan events for staff. Our first event, Paint Pallet Afternoon, is coming up November 15, 2018, starting at 4 pm. We will be recycling wood pallets to create wood sign art. Board Members are cordially invited to participate. Please take a moment to read the Staff Recognitions.

- Rennie Gibson, Board Secretary, reminded the Board that the November Board meeting will be held on the 3rd Thursday, November 15, due to the holiday.
- Len Kapp, Supervisor of Operations and Transportation, provided a transportation update. The local work alike group for transportation has been meeting for over 30 years on a quarterly basis. At their recent meeting, the extreme driver shortage was discussed. A recent communication was released by the Auditor General on his findings of potential issues with transportation inefficiencies.

Departing Board Members

Mrs. Brenda Myers departed the Board Meeting at 9:12 a.m. and Dr. Elisabeth McLean departed the Board Meeting at 9:27 a.m., during the team reports.

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.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Mrs. Rice recently attended Hill Top's Back to School Night.

Board Member Sharing of Information

- Mr. Bruce Walter reported that Upper Dauphin School District and Millersburg School District have taken the first step in creating a merge.
- Mrs. Barb Geistwhite shared about a new program called Nupaths, a higher-level technology career oriented program. School Districts are invited to be a part of this program and could be an opportunity to be a part of a consortium.
- Mrs. Judy Crocenzi shared that West Shore SD was well represented at the PSBA conference with five different booths highlighting their programs.
- Mr. Dennis Helm reported that East Penn School District is planning a negotiations workshop and is looking forward to a more collaborative approach.

Information Items

The following Information Items were available:

- Several Staff Recognition Items
- 10.10.18 SAC Meeting Minutes
- Invite to Hill Tops Thanksgiving meal

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, November 15, 2018, 8:00 a.m., Board Room, CAIU Enola Office.

Dr. Fred Baldwin moved, seconded by Mrs. Barb 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 9:41 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary