

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**March 28, 2019  
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, March 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 personnel matters.
- REGULAR BOARD MEETING** At 8:12 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:** Dr. Fred Baldwin, Mrs. Judy Crocenzi, Mrs. Melanie Gurgiolo, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Dr. Layne Lebo, Dr. John Mallonee, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jean Rice, Mr. Eric Samples, Mr. William Swanson, Mr. Ford Thompson, and J. Bruce Walter (14)  
**Members not in attendance were** Mr. David Barder, Mr. Christopher Lupp, Mrs. Maria Memmi, and Ms. Ilecia Voughs (4)  
**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. Brian Griffith, Mr. Len Kapp, Ms. Theresa Kinsinger, Mr. Dave Martin, Ms. Alicia McDonald, and Mr. Greg Milbrand
- Appointment of New Board Member **Mr. Ford Thompson moved, seconded by Dr. Elisabeth McLean,** “that Dr. John Mallonee, Newport SD, be appointed to the CAIU Board of Directors to fill an unexpired term of March 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.**
- Recognition of the Public: Items Specific to the Agenda** There were no public in attendance.
- Approval of Minutes** **Dr. Fred Baldwin moved, seconded by Mrs. Judy Crocenzi,** “that the February 28, 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** **Mr. Eric Samples moved, seconded by Dr. Fred Baldwin,** “that the following fiscal items be approved:

Treasurer's Report – February 2019	February 2019 Treasurer's Report – a total of \$6,198,623.72 in receipts and \$7,706,884.40 in expenditures
Payment of Bills – February 2019	February 2019 Payment of Bills
Summary of Operations – February 2019	Summary of Operations for February 2019 showing revenues of \$57,609,361.09 and \$50,094,702.48 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. Brenda Myers moved, seconded by Mr. Eric Samples,</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>• Cafeteria</li> <li>• LYDC State</li> <li>• Online Learning Association</li> <li>• Transportation</li> </ul>
Proposed 2018-19 Original Budget	Proposed 2018-19 Original Budget - Title I, Part A, Improving Basic Programs.”
	<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>Mrs. Brenda Myers moved, seconded by Dr. Elisabeth McLean,</b> “that the following Other Fiscal Matter be approved:
Proposed 2019-20 Market Place Services Fee Schedule	Proposed 2019-20 Market Place Services Fee Schedule.”
	<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>	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Bruce Walter,</b> “that the following Other Business item be approved:
Contracts – March 2019	Contracts – March 2019
Approval of Arthur J. Gallagher Risk Management Services, Inc. as Broker of Record for the CAIU	Approval of Arthur J. Gallagher Risk Management Services, Inc., as Broker of Record for the CAIU.”
	<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>Policies &amp; Programs</b>	<b>Dr. Fred Baldwin moved, seconded by Mr. Eric Samples,</b> “that the following Policies & Programs be approved:
Second Reading, Revised Policies	The following Revised Policies were approved for Second Reading: <ul style="list-style-type: none"> <li>• #006 – Meetings</li> <li>• #818 - Contracted Services Personnel</li> </ul>

First Reading, Revised Policies

The following Revised Policies were available for First Reading:

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

Proposed 2019-20 CAIU 12-Month Employee Calendar

Proposed 2019-20 CAIU 12-Month Employee Calendar.”

**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 Dr. John Mallonee,** “that the following Job Descriptions be approved:

Second Reading, Existing Position, Revised Description

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

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

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

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

Second Reading, New Position, New Description - Transition Coach

Second 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 Mr. Eric Samples,** “that the following personnel items be approved:

#### RESIGNATIONS

**ELIZABETH KERR**, Floater Teacher, Student Services Team, effective March 8, 2019. Reason: Personal.

**THERESA KINSINGER**, Director of Organizational Services, Administrative Team, effective May 3, 2019. Reason: Accepted Corporate Counsel position in private industry.

**LINDSAY RITTER**, Program Secretary, Student Services Team, effective March 15, 2019. Reason: Personal.

**LISA SANDERSON**, HR Secretary, Administrative Team, effective April 10, 2019. Reason: Personal.

**AREIL SUTTON**, Senior Application Support Specialist III, Technology Team, effective April 5, 2019. Reason: Personal.

#### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

**JANELL BUSH**, 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 Emotional Support budget.

**ANGELA PRESTON**, Long Term Substitute Temporary Professional, 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 replacement position funded through the United Methodist Home for Children budget.

**SHELLY RILAND**, Paraeducator, base salary of HS, Step 4, \$19,318 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 Autism Support budget.

#### CHANGE OF STATUS

**NYLA KATER**, from Secretary, Educational Services Team to Contracts Administrator, Administrative Team, effective March 25, 2019. Change of status results in a change of salary to \$39,487.50 for 12 months of service and will be prorated for a total of 70 days through June 30, 2019.

**TAMMY TRUE**, from Program Secretary, Student Services Team to Program Assistant, Educational Services Team, effective March 11, 2019. Change of status results in a change of salary to \$43,899.55 for 12 months of service and will be prorated for a total of 80 days through June 30, 2019.”

**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 -  
Continuum of Emotional  
Support Services

CAIU hosted a **Legislative Breakfast** on Friday, March 22, 2019. All school districts were represented by either their superintendent or business manager. Three of the four State Senators and eleven of the twelve State Representatives were present or sent someone from their office. Tom Gluck from PAIU also attended, along with four members of the CAIU cabinet. The four main topics of discussion were Cyber Charter School costs, Special Education costs, Act 82, and teacher shortages.

Announcement of CAIU  
Retirees

The CAIU Board of Directors announced the following January 2019 CAIU Retiree: David Colestock, Supervisor ANPS, retirement after more than 15 years of service.

CAIU Team Reports

- Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we are gearing up for several summer maintenance and facility projects. We are in the early stages of facility upgrades and a feasibility study for Enola. Transportation and maintenance departments will be going through a transition period with a number of staff retiring over the next several months.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported that her department is ramping up for 2019-20. Human Resources are still in need of a Payroll Specialist. We currently have 15 paraprofessional positions open for 2019-20 and are hiring for Extended School Year.
- Mr. Brian Griffith, Director of Educational Services, reported on CAIU summer camps. This summer, we will be offering a variety of camps from June – July for all grade levels. We reached out to our local school districts for teachers. In addition, we have been working with PCD to coordinate grants to provide supports to teachers to increase their knowledge about the job skills that our workforce is looking for. We will be offering an academy this spring around four identified priority areas. The program will run in the evenings and two site visits. Teachers will receive a stipend for attending and districts will receive funds to cover subs for site visits.
- Mr. Dave Martin, Director of Technology Services, provided an update on cyber security. The cyber security team has adopted a framework and has scheduled training. Microsoft Intune training is coming up in April. Dave will be attending a cybersecurity conference in April. AgendaManager continues to grow; another school district in Illinois is currently piloting the program. We submitted an RFP for the PDE Comprehensive Planning tool and are still waiting to hear. CAIU hosted the Media and Design Competition (Computer Fair) this month. It was very well attended. The 1<sup>st</sup> place winners will move onto the State Competition at Dickenson College. Will begin interviewing soon for student interns.

- Mr. Greg Milbrand, Assistant Executive Director, reported on the new hoteling space at the CAIU Enola building - please feel free to stop by the new space. There are two important safety trainings coming up in April and May. We will send registration and information out to the school districts. School district teams are encouraged to attend. CAIU is working with Crabtree and Rohrbaugh on a feasibility study. An employee survey and an external survey will be sent to collect feedback. We are also working with MG Tactical on the safety aspect of the building. Mr. Milbrand announced that he has accepted a position at Cumberland Valley School District and thanked the Board for the opportunity.
- Mr. Daren Moran, Business Manager, reported that nine School District Boards have approved the CAIU General Operating Budget, which must be submitted to PDE by May 1.
- Rennie Gibson, Board secretary, reminded the Board members to complete their Statement of Financial Interest Forms.
- Andria Saia, Executive Director, highlighted the Capital Area Mental health Program (CAMhP). CAMhP was recognized as an Exemplary Program by the Shippensburg University School Study Council. Dr. Saia introduced the newest member to the Hill Top staff, Lucy. Lucy is a golden lab and will be working and training to be a service dog at Hill Top. The Board Member visit to Loysville Youth Development Center (LYDC) will be reschedule for this spring.

#### **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.

#### **Board Member Sharing of Information**

Mr. Eric Samples shared that Lower Dauphin School District recently hosted a town hall to discuss the topic of TMI. TMI is expected to close on June 1, 2019. TMI has been a big supporter of Lower Dauphin and of many local businesses. The concern is financial impact to our local businesses with the loss of over 600 employees if TMI closes. Mr. Samples will share more information with anyone that is interested.

#### **Information Items**

The following information items were available for the Boards review:

- Media Item – Legislative Breakfast Press Release
- Staff Kudos
- SAC Meeting Minutes – March 13, 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, April 25, 2019, 8:00 a.m., Board Room, CAIU Enola Office.

**Mrs. Brenda Myers moved, seconded by Mr. Eric Samples**, "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 9:22 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary