

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**November 15, 2018
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 15, 2018, at the Capital Area Intermediate Unit at the Enola Office.

REGULAR BOARD MEETING	At 8:15 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	<p><u>Members in attendance were:</u> Dr. Fred Baldwin, Mrs. Barbara Geistwhite (phone), Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Mr. Christopher Lupp, Mrs. Maria Memmi (phone), Mrs. Jean Rice, Mr. Eric Samples, Mr. Ford Thompson, and Mr. Wilbur Wolf (10)</p> <p><u>Members not in attendance were</u> Mr. David Barder, Mrs. Judy Crocenzi, Dr. Layne Lebo, Dr. Elisabeth McLean, Mrs. Brenda Myers, Mrs. Jill Stine, Ms. Ilecia Voughs, Mr. J. Bruce Walter and Mr. Melvin Wilson (9)</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>Mr. Wilbur Wolf moved, seconded by Mr. Dennis Helm, “that the October 25, 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	There were no Board Committee Reports.
Treasurer’s Report	Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “that the following fiscal items be approved:
Treasurer’s Report – October 2018	October 2018 Treasurer’s Report – a total of \$12,187,356.52 in receipts and \$7,141,934.53 in expenditures.
Payment of Bills – October 2018	October 2018 Payment of Bills.
Summary of Operations – October 2018	Summary of Operations for October 2018 showing revenues of \$26,089,856.62 and expenses of \$19,914,698.51.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Mr. Dennis Helm moved, seconded by Mr. Wilbur Wolf, “that the following items be approved:

Budget Administration

Proposed 2018-19 Budget Revision - PA Assessment & Accountability Workshop Proposed 2018-19 Budget Revision - PA Assessment & Accountability Workshop

Other Fiscal Matters

There were no other Fiscal Matters

Other Business Item

Contracts – November 2018 Contracts – November 2018

Policies & Programs

First Reading, Revised Policies The following revised policies were available for First Reading:

- Revised Policy #108 - Adoption of Textbooks
- Revised Policy #311 - Suspensions – Furloughs
- Revised Policy #806 - Child Abuse

Job Descriptions

Second Reading, Existing Position, Revised Descriptions Second Reading and approval of the following Existing Positions, Revised Descriptions:

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

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

- Application Developer I
- Senior Application Developer
- Special Projects Supervisor
- Human Resources Secretary
- Human Resources Supervisor
- Administrative Services Secretary
- Payroll and Data Coordinator

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

- Application Developer II
- Application Developer III.”

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

RESIGNATIONS

JANET HOWE, Business Service Coordinator, Administrative Team, effective January 11, 2019. Reason: Retirement after more than 42 years of continuous CAIU service.
SHANNON KLINGER, Human Resources Data Clerk, Administrative Team – Human Resources, effective November 9, 2018. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

AMY BEAVER, Marketing and Communications Specialist, Administrative Team, effective November 28, 2018. Salary of \$55,000 for 12 months of service will be prorated for a total of 153 days through June 30, 2019. This is a new position funded through the General Operating budget.

NICOLLE REYES, Paraeducator, effective November 19, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, Step 3, \$18,424 for 189 days of service will be prorated for a total of 128 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

CHANGE OF STATUS

SARAH ALTMAN-KOPKO, Professional, from part-time to full-time status, effective January 3, 2019.

BETH FITZPATRICK, from Program Secretary to Data Coordinator, Student Services Team, effective November 5, 2018. Change of status results in a change of salary to \$38,512.50 for 12 months of service and will be prorated for a total of 170 days through June 30, 2019.

TRAN OWENS, Paraeducator, from active to terminated status, effective October 4, 2018.

SUSAN ROTH, from Educational Coach to Long Term Substitute Assistant Supervisor, Sylvan Heights Science Charter School, effective November 15, 2018 – TBD. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 4, \$104,905 for 12 months of service and will be prorated based on the number of days worked.

LEAVES OF ABSENCE

ELIZABETH CAPPELLO, Professional, leave of absence November 5, 2018 – December 5, 2018. Leave is requested using accumulated paid leave from November 5, 2018 – November 19, 2018 for a total of 11 paid days and without pay from November 20, 2018 – December 5, 2018 for a total of 9 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

KELLI GARIS, Paraeducator, intermittent FMLA leave through October 31, 2019. Leave is requested in accordance with CAIU and FMLA policies.

TRACY GEIST, Professional, leave of absence effective October 23, 2018 – November 2, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.

STACY IRVIN, Paraeducator, leave of absence October 11, 2018 – November 30, 2018. Leave is requested using accumulated paid leave from October 11, 2018 – October 30, 2018 for a total of 14 paid days and without pay from October 31, 2018 – November 30, 2018 for a total of 20 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

JENNIFER KRAUS, Paraeducator, leave of absence effective October 10, 2018 – October 22, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.

LAUREN ROYER, Professional, child-rearing leave of absence November 7, 2018 – February 1, 2019. Leave is requested in accordance with CAIU practice and procedure.”

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.

CAIU Team Reports

- Brian Griffith, Director of Educational Services, reported that the Future Ready PA Index is now available and can be viewed at this link: www.futureready.pa.gov

- Greg Milbrand, Assistant Executive Director, thanked the Board for approving the hiring of a new marketing person. Mr. Milbrand also spoke about the changes to Act 44; the Commonwealth adopted the Safe2Say Something Program from the Sandy Hook Promise group. The site is slated to become active in January. The IU is working with the Department to host regional trainings. Your district should have identified a point-of-contact on the attorney general’s website, and should be planning teams of 3-5 individuals to attend the upcoming trainings.
- Andria Saia, Executive Director’s Report was available for the Boards review.

Executive Director's Report

The Executive Director’s Report was available for the Board Members’ review.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning’s meeting and wished everyone a Happy Thanksgiving.

Board Member Sharing of Information

- None

Information Items

The following Information Items were available:

- Staff Recognition – Literacy Night
- SAC Meeting Minutes – 10.10.18

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.

Mr. Eric Samples moved, seconded by Mr. Dennis Helm, “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 8:26 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary