

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

May 24, 2018

MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 24, 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 and legal matters.
REGULAR BOARD MEETING	At 8:07 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, Mr. David Barder, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mrs. Melanie Gurgiolo, Mr. Dennis Helm, Dr. Elisabeth McLean (arrived after roll call), Mrs. Jean Rice, Mr. Ford Thompson, Mr. J. Bruce Walter, Mr. Melvin Wilson (arrived after roll call) and Mr. Wilbur Wolf (12)</p> <p><u>Members not in attendance were:</u> Ms. Natalie Bowman, Ms. Ilecia Buckner, Dr. Layne Lebo, Mrs. Maria Memmi, Mrs. Brenda Myers, Mr. Eric Samples, and Ms. Gwendolyn Soult (7)</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> 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 Arlene Moll and Janilyn Elias to the meeting.
Approval of Minutes	<p>Mr. Ford Thompson moved, seconded by Mr. Dennis Helm, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of April 26, 2018 are 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. Wilbur Wolf moved, seconded by Mr. David Barder, “that the following fiscal items be approved:
Treasurer’s Report – April 2018	April 2018 Treasurer’s Report – a total of \$5,179,506.67 in receipts and \$7,566,209.38 in expenditures
Payment of Bills – April 2018	April 2018 Payment of Bills

Summary of Operations – April 2018 April 2018 Summary of Operations showing revenues of \$66,379,077.72 and expenses of \$63,041,043.67.”

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

Arriving Board Member At approximately 8:10 a.m., Dr. Elisabeth McLean and Mr. Melvin Wilson arrived at the Board meeting.

Budget Administration **Mrs. Barbara Geistwhite moved, seconded by Mrs. Judith Crocenzi,** “that the following Budget Administration Items be approved:

Proposed 2017-18 Budget Revisions The following proposed 2017-18 Budget Revisions:

- Act 89 ANPS
- Non-Public Auxiliary Title I
- State Early Intervention

Proposed 2017-18 Original Budget Proposed 2017-18 Original Budget - PA Institute for Instructional Coaching

Proposed 2018-19 Original Budget The following proposed Original Budgets:

- Capital Area Online Learning Association
- ESL
- Professional Services
- Technology Entrepreneurial.”

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 **Mrs. Barbara Geistwhite moved, seconded by Dr. Fred Baldwin,** “that the following Fiscal Matter be approved:

Termination of Strawberry Square Lease Termination of Strawberry Square Lease as of June 30, 2018.”

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

Other Business Item

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

Contracts – May 2018 Contracts – May 2018.”

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 Dr. Fred Baldwin, “that the following Other Business Item be approved:

PSBA Delegate Mrs. Melanie Gurgiolo be appointed as the CAIU Voting Delegate/Representative at the PSBA Delegate Assembly on Friday, October 19, 2018.”

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

Policies & Programs **Mrs. Barbara Geistwhite moved, seconded by Mrs. Judy Crocenzi,** “that the following Policies and Programs be approved:

2018-19 Curriculum
Services Calendar

2018-19 Curriculum Services Calendar.”

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

Mr. Wilbur Wolf moved, seconded by Mr. J. Bruce Walter, “that the following Policies and Programs be approved:

Proposed 2018-19 Board
Meeting Dates

Proposed 2018-19 Board Meeting Dates.”

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

Second Reading, New
Position, New Description
– Assistant Exec Director

Second Reading, New Position, New Description – Assistant Executive Director.”

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. Ford Thompson moved, seconded by Dr. Fred Baldwin, “that the following personnel items be approved:

RESIGNATIONS

- **LAUREN CLEAVER**, Personal Care Assistant, Emotional Support Program, effective May 2, 2018. Reason: Personal.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, effective June 15, 2018. Reason: Retirement after 8 years of continuous CAIU service.
- **NICOLE HELLER**, Teacher, Capital Area Mental-health Program, effective May 1, 2018. Reason: Personal.
- **SANDRA KIRCHNER**, Educational Paraprofessional, Early Intervention Program, effective July 12, 2018. Reason: Retirement after more than 39 years of continuous CAIU service.
- **DIANE KOVAC**, Service Coordinator, Early Intervention Program, effective July 5, 2018. Reason: Retirement after more than 19 years of continuous CAIU service.
- **SUSAN LUHN**, Educational Paraprofessional, Early Intervention Program, effective July 26, 2018. Reason: Retirement after more than 28 years of continuous CAIU service.
- **ARLENE MOLL**, Administrative Support Supervisor, Student Services Team, effective August 31, 2018. Reason: Retirement after more than 17 years of continuous CAIU service.
- **DAVINA PUCETA**, Personal Care Assistant, Autism Support Program, effective May 11, 2018. Reason: Personal.
- **REBECCA SAVIDGE**, Behind-the-Wheel Instructor, Driver’s Education Program, effective June 29, 2018. Reason: Personal.
- **ELENA TAYLOR**, Job Coach, Loysville Youth Development Center, effective May 18, 2018. Reason: Personal.
- **LAURA WANENCHAK**, Speech and Language Clinician, School-Age Speech Program, effective June 8, 2018. Reason: Personal.

RECOMMENDED FOR
EMPLOYMENT OR
CONTRACT

- **SHARON YOUNES**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective June 15, 2018. Reason: Retirement after more than 11 years of continuous CAIU service.
- **SUSAN YOUTZ**, Teacher, Deaf/Hard of Hearing Program, effective June 7, 2018. Reason: Retirement after 39 years of continuous CAIU service.
- **MICHELLE DAVIS**, Program Secretary, Curriculum Team, effective May 16, 2018. Base salary of \$34,000 for 12 months of service, prorated for a total of 33 days through June 30, 2018. This is a replacement position funded through the ESL and Professional Services budgets.
- **AARON FILIP**, Intern, Technology Team, effective May 9, 2018 - August 29, 2018. Hourly rate will be \$15.00. This is a temporary intern position funded through the Network Services budget.
- **MEGAN LEIBY**, Substitute Receptionist, Administration Team, effective June 24, 2018. Hourly rate will be \$11.73 paid from the General Operating budget.
- **JANE ZICARELLI-KNAUB**, part-time Access Secretary, Student Services Team, effective May 21, 2018. Employee will be paid at the Range 4 rate of \$15.50 per hour and will work 12 months. This is a replacement position funded through the Access budget.

CHANGE OF STATUS

- **KORRYN BOGDAN**, Long Term Substitute Teacher, Deaf/Hard of Hearing Program, change in end date of assignment from May 16, 2018 to May 31, 2018. Employee will work 2.5 additional days resulting in an increase of total days from 45 to 47.5.
- **CHARLES BOWEN**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).
- **ELIZABETH KERR**, from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective May 2, 2018 – June 4, 2018. This is a replacement position funded through the Capital Area Mental-health Program budget.
- **CARLOS MEDINA**, Mental Health Worker, Intervention Program, from administrative paid leave to active status effective May 7, 2018.
- **CAROLINE OWINGS**, from Long Term Substitute Teacher to permanent Teacher, Emotional Support Program, effective April 30, 2018. This is a replacement position funded through the Emotional Support budget.
- **DAVID PARRY**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).
- **BRUCE SHEAFFER**, part-time Behind-the-Wheel Instructor, Driver's Education Program, from active status to suspended (furloughed) status effective June 30, 2018. Furlough is due to the elimination of the Driver's Education Program at the CAIU under PA School Code Section 11-1124(a)(2).

LEAVES OF ABSENCE

- **LAURA CARRELL**, Educational Paraprofessional, Intervention Program, leave of absence effective March 12, 2018 – April 9, 2018. Leave is requested using accumulated paid leave time from March 12, 2018 – the morning of March 13, 2018 for a total of 1.5 paid days and without pay from the afternoon of March 13, 2018 – April 9, 2018 for a total of 16.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

- **RACHEL DIEM**, Speech and Language Clinician, Early Intervention Program, leave of absence effective January 22, 2018 – May 3, 2018. Leave is requested using accumulated paid leave time from January 22, 2018 – the morning of February 13, 2018 for a total of 15.5 paid days and without pay from the afternoon of February 13, 2018 – May 3, 2018 for a total of 44.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **DENISE KRAMER**, Teacher, Hospital Program, leave of absence effective March 22, 2018 – May 16, 2018. Leave is requested using accumulated paid leave for a total of 38 days and is in accordance with CAIU and FMLA policies.
- **JESSICA PACE**, Physical Therapist, OT/PT Program, leave of absence effective May 2, 2018 – September 14, 2018. Leave is requested using accumulated paid leave for a total of 14 days and without pay for the remainder of the leave. This is in accordance with CAIU and FMLA policies.
- **LAURA WANENCHAK**, Speech and Language Clinician, School-Age Speech Program, leave of absence effective May 14, 2018 – June 8, 2018. Leave is requested using accumulated paid leave time from May 14, 2018 – the morning of June 1, 2018 for a total of 13.5 paid days and without pay from the afternoon of June 1, 2018 – June 8, 2018 for a total of 5.5 unpaid days. 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 - BrainSteps

This month’s Board Spotlight was on the BrainSTEPS program. Arlene Moll, CAIU BrainSTEPS Team Leader, provided an overview of the BrainSTEPS program, which was created to connect the medical, rehabilitation, education sectors, and families following student (K-12) acquired brain injury (ABI). BrainSTEPS consulting teams support school district teams in the development and implementation of educational plans following student ABI. In 2017, BrainSTEPS was recognized by the Centers for Disease Control (CDC) as a national model for educational consultation supporting students and school teams in the development and implementation of educational supports and services following an acquired brain injury.

Departing Board Members

At approximately 8:43 a.m., Mr. Ford Thompson and Mr. Dennis Helm left the meeting.

Announcement of CAIU Retirees

There were no retirees this month.

CAIU Team Reports

- Alicia McDonald, Director of Student Services, reported that approximately 140 preschool staff are participating in a professional development session today. Hill Top students will be attending an Educational Day with the Senators today. Hill Top is holding a Reading and Math-a-thon Parent Night tonight and Project Search Graduation is this evening. The CAIU Graduation Ceremony will be held on May 30 at CAIU, Enola (Susquehanna Room)
- Len Kapp, Supervisor of Operations and Transportation, reported that his staff is working on end of the year moves and changes and facility work.

- Theresa Kinsinger, Director of Organizational Services, reported that an HR Advisory Committee Meeting was held last week. One of the main topics was on new PDE emergency permit regulations. HR staff have been busy providing support in end of the year activities. The CAIU contract process has been busy as we receive approximately 3 - 4 external contracts weekly.
- Brian Griffith, Director of Curriculum Services, shared information and the results of the 2018 Math 24 Competition and State Quiz Bowl Championship.
- Dave Martin, Director of Technology, shared results from this year's Computer Fair. He also shared information on a new Antivirus Software and that we recently implemented an IT document management and collaboration solution called ITGlue, a web based application that allows the CAIU to create technical documentation.
- Daren Moran, Business Manager, reported that this is a busy time for the business office as we are entering into the budget season (May – July). His office is busy prepping for the annual audit, which will take place in September and October.
- Dr. Andria Saia, Executive Director, shared highlights from her Executive Director report. She highlighted the BrainSTEPS program. She also encouraged the Board Members to attend any one of the many wonderful competitions and events that we host. She recently attended an award ceremony in honor of CAIU nurse, Betsy Seidel. Dr. Saia mentioned that she is seeing a growing focus on Career Readiness. Administration will be busy working on the Comprehensive Plan and Organizational Goals for 2018-19. Dr. Saia extended a "Thank you" to our HR staff for pulling together the CAIU All Staff Social.
- Rennie Gibson, Board Secretary, shared the CAIU annual board ballots were sent to the local school district boards for voting. All ballots are to be returned by July 6.

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. Dr. Saia encouraged members to attend any one or all of the many upcoming competitions and events held at the CAIU. Congratulations to Betsy Seidel, CAIU School Nurse, as recipient of the Highmark Nurse Award. Dr. Saia pointed out the growing focus on Career Readiness. Administration will be working on the Comprehensive Plan and CAIU Organizational Goals for 2018-19. Dr. Saia extended her gratitude to Theresa Kinsinger and the Human Resources staff for putting together the CAIU All Staff Social event.

President's Report

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. Mrs. Rice recently attended the CAIU Deaf and Hard of Hearing Award Ceremony and expressed how rewarding and amazing the experience was. She also plans to attend the Project Search Graduation this evening.

Board Member Sharing of Information

Information Items

The following information items were attached for the Board's review:

- Employee Recognition – Sally Mentzer
- SAC Meeting Minutes – 5/9/18

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, June 28, 2018, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Dr. Fred Baldwin moved, seconded by Mrs. Barbara Geistwhite, “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 9:08 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary