

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**December 17, 2020
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on
Thursday, December 17, 2020, virtually.

- 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, Jean Rice.
- Pledge of Allegiance** All stood and pledged allegiance to the flag of the United States of America.
- Roll Call** **Members in attendance were:** Mrs. Paula Bussard, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm (arrived after roll call), Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mr. Christopher Lupp, Mrs. Jean Rice, Mr. Eric Samples, Mrs. Patricia Schaffer, Mrs. Tricia Steiner, Mr. William Swanson, and Mrs. Ilecia Voughs (arrived after roll call) and Mr. J. Bruce Walter (14)
Members not in attendance were: Mr. Richard Bradley, Mr. Terry Cameron, Mr. Brian Carter, Dr. John Mallonee, and Mr. Ford Thompson (5)
Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer
Staff/Public in attendance were: Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Ms. Alicia McDonald, Dr. Andrew McCrea, Ms. Michelle Sholder, Ms. Barb Kline
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public in attendance to the meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** There was no Public Comment.
- Approval of Minutes** **Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite,** “that the November 19, 2020 Board Meeting 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.
- Arriving Board Members** **Mrs. Ilecia Voughs arrived at 8:03 a.m.**
Mr. Dennis Helm arrived at 8:07 a.m.
- Board Committee Report** There were no Board Committee Reports.
- Treasurer’s Report** **Mrs. Judy Crocenzi moved, seconded by Mr. Christopher Lupp,** “that the following fiscal items be approved:
Treasurer’s Report – November 2020 November 2020 Treasurer’s Report – a total of \$4,434,190.54 in receipts and \$8,211,794.89 in expenditures

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| Payment of Bills – November 2020 | November 2020 Payment of Bills |
| Summary of Operations – November 2020 | Summary of Operations for November 2020 showing revenues of \$45,046,537.92 and expenditures of \$35,106,038.40.” |
| | Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous. |
| Budget Administration | There were no Budget Administration Items. |
| Other Fiscal Matters | Mr. Eric Samples moved, seconded by Mrs. Barbara Geistwhite, “that the following Other Fiscal Matters be approved: |
| 2019-20 Local Audit Report | 2019-20 Local Audit Report.” |
| Other Business Items | Mr. Bill Swanson moved, seconded by Mrs. Paula Bussard, “that the following Other Business Items be approved.” |
| Contracts – December 2020 | December 2020 Contracts |
| Acceptance of Board Member Resignation | Acceptance of resignation from Patricia Schaffer, Northern York School District, from the CAIU Board of Directors effective December 5, 2020. |
| Appointment of New Board Member | Appointment of new Board Member, Ms. Alyssia Eichelberger, Northern York SD, to fill an unexpired term from December 17, 2020 – June 30,2023. |
| 2021 Annual Convention/Election of Board Members | The 2021 Annual Convention/Election of Board Members will be accomplished by mail or virtual ballots.” |
| | Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous. |
| Policies & Programs | Mr. Eric Samples moved, seconded by Mr. Christopher Lupp, “that the following Policies and Programs be approved: |
| Second Reading, Revised Policies | Second Reading of the following Revised Policies: <ul style="list-style-type: none"> • #113.1 - Discipline of Students with Disabilities • #113.2 - Behavior Support • #203 - Immunizations & Communicable Disease • #204 – Attendance • #209 - Health Services & Medical Records • #220 - Student Expression Distribution & Posting Materials |
| Second Reading, New Policy | Second Reading, New Policy #113.4 - Confidentiality of Special Education Student Information |

20-21 Revised
Student Services
Master Calendar

20-21 Revised Student Services Master Calendar – Act 80 Days

Revised CAIU Health
and Safety Plan

Revised CAIU Health and Safety Plan.”

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

Job Descriptions

There were no Job Descriptions.

Personnel Items

Mr. Dennis Helm moved, seconded by Mrs. Paula Bussard, “that the following Personnel Items be approved:

RESIGNATIONS

- **EMILY KUNKEL**, Educational Paraprofessional, Early Intervention Program, effective December 8, 2020. Reason: Personal.
- **PATRICIA KNOUSE**, Program Secretary, Student Services Team, effective January 8, 2021. Reason: Retirement after more than 40 years of continuous CAIU service.
- **DANIEL KOISHAL**, Teacher, Loysville Youth Development Center, effective January 14, 2021. Reason: Personal.
- **ANGELA PRESTON**, Teacher, Capital Area Mental-health Program, effective November 23, 2020. Reason: Personal.
- **ALICIA MCDONALD**, Director of Student Services, Student Services Team, effective June 30, 2021. Reason: Retirement after 34 years of continuous CAIU service.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **LIZABETH KRANZEL**, Program Secretary, Student Services Team, effective date to be determined. Base salary of \$33,416 for 260 days of service will be prorated based on the number of hours/days worked through June 30, 2021. This is a replacement position funded through the CORE budget.
- **DANIELLE MORRA**, Temporary Professional, effective date to be determined. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Masters, Step 1, \$51,514 for 190 days of service will be prorated based on the number of hours/days worked with additional new hire days as required. This is a replacement position funded through the Multiple Disabilities Support budget.
- **ALLISON WOLF**, Program Assistant, CAOLA Program, effective date December 3, 2020. Base salary of \$38,156 for 260 days of service will be prorated for a total of 150 days through June 30, 2021. This is a new position funded through the CAOLA budget.

CHANGE OF STATUS

- **AMANDA KELLER**, Educational Paraprofessional, Student Services Team, from part-time to full-time status, effective December 21, 2020.
- **DANIELLE SHUNK**, Floater Educational Paraprofessional, Student Services Team, from part-time to full-time status, effective December 7, 2020.

LEAVES OF ABSENCE

- **JENNIFER STURTEVANT**, Speech and Language Clinician, Early Intervention Program, child-rearing leave of absence for the remainder 2020-2021 school year. Leave is requested in accordance with CAIU policy.”

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 December 2020 retirees.

CAIU Team Reports

- **Mr. Daren Moran, Director of Business and Operations**, highlighted the importance of the 2019-20 clean local audit report and it ensures that CAIU's finances are in good shape – it is what we strive for each year. Mr. Moran wished everyone a safe and happy holiday.
- **Ms. Alicia McDonald, Director of Student Services**, provided a Covid update: CAIU has shifted to an all virtual environment from now until after the holiday through January 18 for preschool and school age classrooms to help give enough time to help prevent against post-holiday transmission. We plan to return to face to face instruction on January 18. Communication has been challenging with some of our staff at sites such as Diakon, Loysville, and the hospital program who are governed by another entity. We follow the host sites lead and schedule. Many of our staff are still in session, face to face, as much as possible. Ms. McDonald highlight the Personnel Report - Pat Knouse, Program Secretary at Hill Top Academy, longtime employee who will be retiring in January 2021 after 43 years of remarkable service. Pat has been that steadfast and welcoming front face of all emotional support classes through the years. We are so grateful for her service over the years and wish her the best. We will be looking at our program profiles which define what our classroom programs look like to districts. Currently we have a few emotional support options and we are looking to combine these current options into a single program model with flexibility when needed without restrictions. Many districts are interested in exploring this option.
- **Mr. Dave Martin, Director of Technology Services**, reported that the bids for Wide Area Network (WAN) are coming in. All but one school district uses the WAN. This large proposal will lead us into the next five years. Bids are due by December 18, 2020. There will be a quick turnaround time and best and final offers will be determined in January. The new release of AgendaManager will be coming out next month. Emails with updates and available trainings were sent out to all users. AgendaManager is pushing out a new marketing campaign which includes commercials to market how it can be used in a hybrid environment. Website Redesign Update: Next month, we will be taking an agreement to the board for a new website vendor. As part of our strategic plan, one goal is to develop a new website (front side). The team spent this last year collecting a lot of data, researching usages and likes and dislikes of our current website, and has reviewed several different solutions. The new website will communicate the value of CAIU staff and our services. A website cross-functional team will begin work to develop a site map and content. We are hoping to be a model and trendsetter for where websites are going and hope to work with our local school districts that are looking to have a fresh and current website to help communicate better with their families and community.
- **Mr. Brian Griffith, Director of Educational Services**, reported that lots of good things are happening here at the IU and are featured in this month's All In Newsletter. Please see the page 10 of the [PASA flyer](#) for an article published about Mark Hennes and Dr. Rhonda Brunner who collaborated on the creation of a Women's Network Group to help support the advancement of women leaders. [Promoting Social Justice in School discipline and Equity Policies](#) Spring conference will be held in March 2021. Once again, there is an amazing lineup of Keynote speakers such as nationally recognized. Dr. Paul Gorski and Dr. Dena Simmons.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported on the changes to Health and Safety plan due to the recent guidance updates. The Human Resources team is working diligently to apply the new guidelines for quarantines for close contacts as the timelines can be shortened with the absence of symptoms or negative test results within 5 days to exposure of the virus. We are applying these new guidelines to our current staff members that are home on quarantine with the help of the student services team. Dr. Calvecchio gave a shout out to the entire Human Resources team, although they are a very small team, they have pulled together and are doing a great job managing the large volume of staff symptom reporting which has doubled over the last month. We have recruited the help of the front desk staff and supervisors.

November was Open Enrollment and has closed and human resources is working on processing all of the new changes. HSA accounts will be refunded on 1/15/21 and a list of qualifying expenses is attached in the All In Newsletter.

- **Dr. Andria Saia, Executive Director**, highlighted the *All In* Newsletter that was available for the Board's review. She gave a shout out to everyone at the CAIU. Staff have done an incredible job keeping up with the large volume of work on top of their regular workloads. Dr. Saia highlighted our incredibly giving, big-hearted staff who have been busy doing many good things. She highlighted some examples: We have raised \$15536 to purchase coats for children in need, and raised \$1500 from purchasing masks for Champions for Children. Our tech team coordinated a Player One Service project which raised over \$3600 for the Children's Hospital. Staff created 45 wreaths for the residents of Gardens of West Shore LTC and did floral arrangements for Hospice of PA. We will be holding virtual auction and raffle in January to benefit Champions for Children.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Board's review and provided an update under team reports.

President's Report

Mrs. Jean Rice thanked the Board for their attendance and wished everyone a happy holiday. She expressed her gratitude for the IU and school district administrators and their exemplary leadership.

Board Member Sharing of Information

- Mr. Eric Samples wished everyone a Merry Christmas.
- Mrs. Tricia Steiner shared her gratitude for Dr. Saia and everyone at the CAIU. Despite the insane and difficult year, the CAIU continues to do amazing things and is a leader in our region.
- Mrs. Barbara Geistwhite shared the same sentiment and wished everyone a Happy Holiday.

Information Items

CAIU Press Release dated 11/19/20.

Other Business/Public Comment on Items Not Specific to Agenda

There were no Other Business/Public Comment 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, January 28, 2021, 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 8:37 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary