
CAIU BOARD HIGHLIGHTS

The following actions were taken at the **June 24, 2021** meeting, held virtually, of the Capital Area Intermediate Unit.

Executive Session

- The Board held an Executive Session to discuss Personnel and Safety Matters.

Reports/Updates

- **The Board Spotlight** was on the Center for Advanced School Teaching and Learning (CASTL) program. Dr. Andy McCrea and Irene Reedy presented an overview of the program including the background, structure, mission, and current work. The mission of CASTL is to pursue educational solutions that support learners by connecting innovative ideas and community resources. CASTL is a 501 (c)(3) nonprofit corporation and is independent of the IU. Irene spoke about the current projects/grants that CASTL has been working on such as the Rapid Response Team, Summer Self-Care Kits, Loysville Gardening program, Peacebeat program, Imagination Library and Arts in Education. Moving forward, much emphasis will be placed on Imagination Library as there is a lot of fundraising and this project will have a huge impact. Please visit the CASTL website here: <https://sites.google.com/capitalareaiu.org/castl/home?authuser=0>
Donations can be made right from website. Information on each project is available.
- **CAIU Board of Directors announced the following June 2021 CAIU Retirees:**
 - **Lorie Seaman**, S/L Clinician, retirement after 23 years of service
 - **Richard Marlin**, S/L Clinician, retirement after 26 years of service
 - **Stephanie Casey**, Teacher, retirement after 35 years of service
 - **George Schmidt**, Guidance Counselor, retirement after 20 years of service
 - **Ann Vacchiano**, Teacher, retirement after 14 years of service
 - **Alicia McDonald**, Director of Student Services, retirement after 33 years of service
 - **Clyde Caldwell**, Principal, retirement after 11 years of service
- **Finance & Budget and Buildings & Grounds Joint Committee Report** – There was a joint meeting this last month to discuss the Lower Allen Building project. There is a potential opportunity to enter into an agreement to lease this building from West Shore. Bob Frankhouser has drafted a proposed lease. We are proposing that the IU pays for renovations including a major HVAC upgrade. Lobar did feasibility study and the estimated cost is 1.2 million dollars. Ford Thompson reported that it was an unanimous decision by the committees that we move forward with discussions and remain as cost neutral as possible. Currently waiting on West Shore to respond to the proposal. Our hope is that West Shore will approve moving forward at their July 15 meeting and then we will bring to our board July 24 to move forward with proposal to contract for the work to begin. Many financial and programmatic benefits for our students and staff.
- **Executive Director Evaluation Committee** – Jean Rice reported that Barb Geistwhite, Committee Chair, met with Dr. Saia to discuss and finalize her evaluation and goals. Revised goals will be presented in September. Dr. Saia is working on strategic priorities with our Leadership Team.
- **Dr. Andrew McCrea, Director of Student Services**, recognized Clyde Caldwell's service to the CAIU. He is retiring after 11 years of CAIU service and 34 years in education, almost all of which was at Loysville. Clyde is a classic principal and has always been there for the kids and staff. Dr. McCrea provided a staffing update: Congratulations to Irene Reedy, effective July 1, new OT/PT and ELECT program supervisor and to Lee Bzdil, new supervisor replacing Keith Watson. Student Services staff are training this week and Extended School Year (ESY) and Summer EI start next week. In addition, interviews for several teacher positions are happening and a small construction project in student services area. Shout out to Len and crew!

- **Mr. Dave Martin, Director of Technology Services**, directed the Boards attention to the Technology's All In article. Gave a shout out to the technology team for all the work they have done this past year. Dave is very proud of his team; they went above and beyond on several projects to better prepare the IU and school districts for the upcoming school year. Dave provided a follow up on phishing emails. With the alarming increase in cyber-attacks we ramped up our training and awareness. In the beginning, 22% of staff fell for phishing emails/attacks. After receiving training, we are down to 1%. We will be piloting Multi Factor Authentication to help with attacks. Dave also provided an update on the Emergency Connectivity Fund (ECF). \$7 billion dollars will be available nationwide to provide internet access and devices to those families that don't have it. These funds will be available to school districts during a 45-day window from June 29 – August 15. We developed a survey statewide to collect data from our school districts. It is critical that districts collect this data from their families in order to receive these funds. Our intention is to cover 100% of the costs for our districts. A statewide meeting will be held next week; we will provide more information soon.
- **Mr. Brian Griffith, Director of Educational Services**, reported on the Learning and Growing Summit professional development session that over 200 attended. The Keynote speaker was very well received and over 30 breakout sessions were held and recorded. The 2-day conferences was a great success! Thanks to all that had a part in organizing it. Excited to announce that in-person summer camps just started this week.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, nothing to report this month.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided several updates: One of our Strategic Priorities this year was the development of a Marketing Plan. The plan will be ready for the Boards review at the July Board meeting. The plan will be reviewed on July 6 with the Cabinet team. The essential role of the plan is to increase parental and community engagement. Update on the Educational Directory: We will be bringing back the Educational Directory which provides information on key personnel for our school districts. A hard copy will be available at the August or September Board meeting. A PDF of the directory will be housed on our website with real-time updates. The employee engagement committee hosted a successful and fun NYC bus trip.
- **Dr. Andria Saia, Executive Director**, highlighted the All In Newsletter and the Did You Know article on the CAIU alumni network. Dr. Saia also highlighted the pictures on the last page - Loysville students built stairs for the students at Willow Mill to work on their motor skills and student paintings from CAMhP classroom.
- **Daren Moran, Director of Business & Operations**, provided several updates: Yesterday, the business managers job-alike group met in-person for the first time since Covid and had great conversations and roundtable discussions. Also met with the South Central Trust Executive Committee and discussed the move to a new consultant, Conrad Seigel and discussed new initiatives for 21-22 that included many changes for better efficiency. The auditors were here to do planning work for 20-21 audit and will be back in September. Daren gave a shout out to Len and his maintenance crew for handling all of the many projects, moves, and renovations.
- **Rennie Gibson, Board Secretary**, reported that we will hold a New Board Member Orientation immediately following our July BOD meeting. The professional photographer will be here for any Board member that still need a photograph for the website. Board Member emails have been updated. Ms. Gibson provided a follow up on the [Act 84 of 2020](#), which requires that all school board member email addresses must be published on our website to enable members of the community, staff, and students to communicate with board members regarding matters of school district governance by June 26, 2021. We have updated our website with school district emails for all members that currently have one to keep consistent and limit the amount of email accounts. We will create a CAIUemail address if needed.
- **Bob Frankhouser, Solicitor**, shared concerns about the volume of emails and Board members not responding to these emails. Please consider setting up an automatic response as a protection.

Approved Action Items

- 2021-22 Appointment of Committee Chairs/Members
- Appointment of Dennis Helm as the CAIU Voting Delegate at the 2021 PSBA Delegate Assembly
- Election of the following new Board Members **for a new three-year term from July 1, 2021 - June 30, 2024:**
 - Paula Bussard, Carlisle Area School District
 - Barbara Geistwhite, Cumberland Valley School District
 - Michael Wanner, Steelton-Highspire School District
 - Patrick Shull, Newport School District
 - John Abel, Derry Township School District
 - Ford Thompson, Central Dauphin School District
 - Jason Minnich, Millersburg Area School District
- **Election of the following CAIU Board Members to fill an unexpired term:**
 - Mr. Richard Bradley , Mechanicsburg Area School District, beginning July 1, 2021 and ending JUNE 30, 2023
 - Alyssa Eichelberger, Northern York Area School District, beginning July 1, 2021 and ending JUNE 30, 2023
- Election of the following slate of officers to a one year term of July 1, 2021 – June 30, 2022:
 - Mrs. Jean Rice is elected as President
 - Mrs. Judy Crocenzi is elected as Vice-President
 - Mr. Daren Moran is elected as Treasurer
 - Mrs. Rennie Gibson is elected as Secretary
- Designation of **Patriot-News** as the Newspaper of General Circulation
- 2021-22 CAIU Board Meeting Dates - Capital Area Intermediate Unit Regular meetings are held in person in the Board Room of our Enola Office Center, 55 Miller Street, Enola, PA, 17025, as announced and posted on our website, at www.caiu.org.
 - 2021-2022 Board Meeting Dates**
 - Time of Meetings:** 8:00 a.m.
 - July 22, 2021
 - August 26, 2021
 - September 23, 2021
 - October 28, 2021
 - November 18, 2021
 - December 16, 2021
 - January 27, 2022
 - February 24, 2022
 - March 24, 2022
 - April 28, 2022
 - May 26, 2022
 - June 23, 2022 *Reorganization Meeting*
- May 27, 2021 Board Meeting Minutes
- May 2021 Treasurer's Report – a total of \$5,674,825.03 in receipts and \$ 9,124,989.07 in expenditures
- Summary of Operations for May 2021 showing revenues of \$109,711,128.22 and \$94,128,566.74 in expenses.
- Budget Administration
 - The following Proposed 2021-22 Original Budget:
 - Administrative Time Study (ATS) ACCESS
 - ANPS Act 89
 - Cafeteria
 - CAMhP
 - Diakon
 - Early Intervention Access

- ELECT
- English as a Second Language (ESL)
- Financial Software App
- Higher Ed Review
- Hospital Partial Program
- Institutionalized Children's Program (ICP)
- IDEA 611 Early Intervention
- IDEA 611 School-Age
- IDEA 619 EI
- LYDC State
- LYDC Title I Part D
- Miscellaneous Transportation
- Nonpublic Auxiliary
- Online Learning Association
- Professional Services
- School-Age ACCESS
- State Early Intervention
- Student Services
- Technology Entrepreneurial
- Transportation
- United Way
- Other Fiscal Matters -None
- Other Business Items
 - Contracts – June 2021
 - CAIU Emergency Operations Plan
- Policies & Programs
 - Proposed 2021-22 Loysville Youth Development Center PEP
 - Second Reading, Revised Policies:
 - #810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers
 - # 810.3 - School Vehicle Drivers
 - First Reading, New Policy #006.1 - Board Procedures
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - PowerSchool Specialist
 - Second Reading, Existing Position, New Description - Program Supervisor CAMhP Diakon Social Worker
 - Second Reading, Existing Position, New Description - Program Supervisor, OT PT EI Behavior
 - First Reading, Existing Position, Revised Description - Assistant Executive Director
 - First Reading, Existing Position, Revised Description - HR Coordinator
 - First Reading, Existing Position, Revised Description - Payroll & Data Coordinator
 - First Reading, Existing Position, Revised Description - HR Generalist - Recruiting & Hiring
 - First Reading, Existing Position, New Description - HR Manager
 - First Reading, Existing Position, New Description - HR Generalist
- Personnel Items - See attached report

Executive Director's Report

- See attached report/newsletter.

President's Report

- Mrs. Jean Rice thanked the Board for their attendance.

NEXT MEETING: Thursday, July 22, 2021, 8:00 a.m., Board Room, CAIU Enola Office

June 24, 2021 Approved Personnel Items:

RESIGNATIONS:

- **JENNY BATES**, Educational Paraprofessional, Emotional Support Program, effective June 4, 2021. Reason: Personal.
- **TERESA FREELAND**, Educational Paraprofessional, Early Intervention Program, effective June 4, 2021. Reason: Personal.
- **JOANNE KLISS**, Occupational Therapist, OT/PT Program, effective September 16, 2021. Reason: Retirement after 25 years of continuous CAIU service.
- **AMY LONG**, Speech and Language Clinician, Early Intervention Program, effective August 20, 2021. Reason: Personal.
- **STEPHANIE MILLER**, Program Assistant, CAOLA Program, effective August 6, 2021. Reason: Personal.
- **JOELLE NYE**, Teacher, Early Intervention Program, effective August 6, 2021. Reason: Personal.
- **KELLIE OWENS**, Accountant, Administrative Team – Business, effective August 6, 2021. Reason: Employee accepted a position at Cumberland Valley School District.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **LEE BZDIL**, Act 93, effective date to be determined. Assignment: Program Supervisor, with a base salary of \$122,498.93 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the Core budget.
- **KERRY CAMPBELL**, Professional, effective for the 2021-2022 school year. Assignment: School Counselor, ANPS Program with base salary of Masters, Step 5, \$55,321 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 ANPS budget.
- **BRANDON CARTER**, Special Projects Supervisor, Educational Services, effective date to be determined. Base salary of \$122,498.93 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the Special Projects budget.
- **ADARSH DHUNGEL**, Intern, Technology Team, effective date to be determined. Hourly rate will be \$14.00. This is a temporary intern position funded through the DPGO budget.
- **WALKER DOBBIN**, Intern, Technology Team, effective date to be determined. Hourly rate will be \$14.00. This is a temporary intern position funded through the DPGO budget.
- **MATTHEW KENNEDY**, Custodian, Administration Team - Operations, effective date to be determined. Base salary of \$25,062.38 for 260 days of service will be prorated based on the number of days worked through June 30, 2021. This is a new position funded through the General Operating budget.
- **DANIELLE LARGMANN**, Temporary Professional, effective for the 2021-2022 school year. Assignment: Teacher, Autism Support Program with base salary of Bachelors, Step 3, \$50,612 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 Autism budget.
- **STEVEN TRACEY**, Intern, Technology Team, effective date to be determined. Hourly rate will be \$14.00. This is a temporary intern position funded through the DPGO budget.

CHANGES OF STATUS:

- **COLLEEN BUSHMAN**, from Department Coordinator, Educational Services to Human Resources Generalist, Administrative Team – Human Resources, effective

- June 28, 2021. Change of status results in a change of salary to \$52,657 for 260 days of service and will be prorated for a total of 3 days through June 30, 2021.
- **SALLY MENTZER**, Program Assistant, CAOLA Program, from full-time to part-time status, effective June 1, 2021.
- **IRENE REEDY**, from Project Supervisor to Program Supervisor, Student Services Team, effective July 1, 2021. Change of status results in a change of salary to \$122,498.93 for 260 days of service.
- **CASEY STEPP**, from Program Secretary to Program Assistant, CAOLA Program, effective July 1, 2021. Change of status results in a change of salary to \$38,726.97 for 260 days of service.
- **CHRISTINE SCHUMBER**, Occupational Therapist, Early Intervention Program, from part-time to full-time status, effective for the 2021-2022 school year.

CHANGE OF SALARY:

- **AUTUMN BOOTH**S, Teacher, change of salary for completion of Master's Degree, effective for the 2021-2022 school year. Salary will be based on a Masters, Step 3, \$53,639 for 190 days of service.
- **KELLY EVANS**, Guidance Counselor, change of salary for completion of Masters +30 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 30, Step 9, \$64,067 for 190 days of service.
- **MEGAN HART**, Inclusion Consultant, change of salary for completion of Master's Degree, effective for the 2021-2022 school year. Salary will be based on a Masters, Step 5, \$55,321 for 190 days of service.
- **ALISON HOWARD**, Teacher, change of salary for completion of Masters + 30 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 30, Step 15, \$76,845 for 190 days of service.
- **CARA JURY**, Occupational Therapist, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 2, \$54,418 for 190 days of service.
- **JENNIFER KITNER**, Service Coordinator, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 13, \$70,780 for 190 days of service.
- **MARYLEE MAGARO**, Remedial Specialist, change of salary for completion of Masters + 45 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 45, Step 15, \$78,268 for 190 days of service.
- **MARILYN MILLER**, Teacher, change of salary for completion of Master's Degree, effective for the 2021-2022 school year. Salary will be based on a Masters, Step 5, \$55,321 for 190 days of service.
- **MICHELE PAINTER**, Teacher, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 9, \$62,639 for 190 days of service.
- **KIRSTI PORTER**, Teacher, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 8, \$60,933 for 190 days of service.
- **NICOLE REDCROSS**, Teacher, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 6, \$57,913 for 190 days of service.
- **SARAH REITNOUR**, Teacher, change of salary for completion of Master's Degree, effective for the 2021-2022 school year. Salary will be based on a Masters, Step 5, \$55,321 for 190 days of service.
- **LEIGH SHANNON**, Remedial Specialist, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 10, \$64,478 for 190 days of service.
- **LINDSEY WATERS**, Guidance Counselor, change of salary for completion of Masters +15 credits, effective for the 2021-2022 school year. Salary will be based on a Masters + 15, Step 10, \$64,478 for 190 days of service.

- **KRISTA WERNER**, Teacher, change of salary for completion of Master's Degree, effective for the 2021-2022 school year. Salary will be based on a Masters, Step 11, \$65,168 for 190 days of service.