

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**July 22, 2021
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 22, 2021, at the Capital Area Intermediate Unit at the Enola Office and virtually.

EXECUTIVE SESSION	There was no Executive Session.
REGULAR BOARD MEETING	At 8:01 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	<p><u>Members in attendance were:</u> Mr. John Abel, Mrs. Paula Bussard, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mr. Jason Minnich, Mrs. Jean Rice, Mr. Eric Samples, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (11)</p> <p><u>Members not in attendance were:</u> Mr. Richard Bradley, Mr. Terry Cameron, Mr. Brian Carter, Ms. Alyssa Eichelberger, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mrs. Ilecia Voughs, Mr. Micheal Wanner(8)</p> <p><u>Non-Voting Members in attendance were:</u> Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary, Mr. Daren Moran, Board Treasurer</p> <p><u>Staff/Public in attendance were:</u> Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mr. Len Kapp, Mr. Mark Hennes, Ms. Beth Cappello</p>
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	<p>Mr. Ford Thompson moved, seconded by Mrs. Judy Crocenzi, “that the June 24, 2021 Board Meeting 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	
Treasurer’s Report	Mrs. Paula Bussard moved, seconded by Mrs. Barbara Geistwhite, “that the following fiscal items be approved:
Treasurer’s Report – June 2021	June 2021 Treasurer’s Report – a total of \$7,757,696.47 in receipts and \$16,105,818.74 in expenditures
Payment of Bills – June 2021	June 2021 Payment of Bills

Summary of Operations –June 2021	Summary of Operations for June 2021 showing revenues of \$116,081,094.53 and \$110,310,170.37 in expenses.”
	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	There were no Other Fiscal Matters.
Other Business Items	
Contracts –July 2021	Mr. Patrick Shull moved, seconded by Mr. Eric Samples, “that the July 2021 Contracts 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 Member Resignation	Mrs. Judy Crocenzi moved, seconded by Mr. Dennis Helm, to approve acceptance of the resignation of Mrs. Ilecia Voughs, Susquehanna Township SD, from the CAIU Board of Directors effective 7/23/21.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Appointment of Voting Delegate for the PSBA Delegate Assembly 2021	Mrs. Judy Crocenzi moved, seconded by Mr. Eric Samples, “that Mrs. Jean Rice be appointed as voting delegate for the 2021 PSBA Delegate Assembly.”
	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. Bill Swanson moved, seconded by Mr. Patrick Shull, “that the following Policies and Programs be approved:
Second Reading, New Policy #006.1 - Board Procedures	Second Reading, New Policy #006.1 - Board Procedures/Attendance at Meetings Via Electronic Communications
2021-22 Emergency Instructional Time Template	2021-22 Emergency Instructional Time Template.”
	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. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite, “that the following Job Descriptions be approved:
Second Reading, Existing Position, Revised Descriptions	Second reading and approval of the following Existing Position, Revised Descriptions: <ul style="list-style-type: none"> • Existing Position, Revised Description - Assistant Executive Director • Existing Position, Revised Description - HR Coordinator

- Existing Position, Revised Description - Payroll & Data Coordinator
- Existing Position, Revised Description - HR Generalist - Recruiting & Hiring

Second Reading,
Existing Position, New
Descriptions

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

- Existing Position, New Description - HR Manager
- Existing Position, New Description - HR Generalist

First Reading, New
Position, New
Description - ANPS
Social Worker/DEI
Consultant

First Reading, New Position, New Description - ANPS Social Worker/DEI Consultant

First Reading,
Existing Position,
Revised Description -
Director of
Technology Services

First Reading, Existing Position, Revised Description - Director of Technology Services

First Reading, New
Position, New
Description -
Assistant Technology
Director

First Reading, New Position, New Description - Assistant Technology 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

Mrs. Barbara Geistwhite moved, seconded by Mr. Eric Samples, “that the following Personnel Items be approved:

RESIGNATIONS

- **STEPHANIE BEARD**, Teacher, Hospital Program, effective end of 2020-2021 school year. Reason: Personal.
- **MOLLIE GOODLING**, Educational Paraprofessional, Early Intervention Program, effective July 12, 2021. Reason: Personal.
- **JULIE GUNTER**, Educational Paraprofessional, Early Intervention Program, effective July 29, 2021. Reason: Personal.
- **AMY LONG**, Speech and Language Clinician, Early Intervention Program, effective July 29, 2021. Reason: Personal.
- **NICOLE SHOWERS**, Educational Consultant, Autism Support Program, effective August 15, 2021. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **MICHELE BUCK**, Statewide Comprehensive Planning Project Supervisor, Technology Team, effective date to be determined. Base salary of \$87,028 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a replacement position funded through the CP budget.
- **BRITTANY ENSIGN**, Temporary Professional, effective date to be determined. Assignment: Inclusion Consultant, Early Intervention Program with base salary of Masters+15, Step 11, \$66,447 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 new position funded through the MAWA budget.

- **KRISTYN GROSS**, Professional, effective for the 2021-2022 school year. Assignment: Teacher, Capital Area Mental-health Program with base salary of Masters, Step 9, \$61,360 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 Capital Area Mental-health budget.
 - **JENNY MORRIS**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, CATES Program with base salary of HS, \$22,800 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 new position funded through the CATES budget.
 - **JONATHAN MOYER**, PowerSchool Support Specialist, Technology Team, effective date to be determined. Base salary of \$43,720.83 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the PowerSchool budget.
 - **DAVID ROUNER, JR.**, Custodian, Administration Team - Operations, effective date to be determined. Base salary of \$28,500 for 260 days of service will be prorated based on the number of days worked. This is a new position funded through the General Operating budget.
 - **LENA STUCK**, Professional, effective for the 2021-2022 school year. Assignment: Remedial Specialist, ANPS Program with base salary of Masters+15, Step 11, \$66,447 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.
 - **EMILY VERONIKIS**, Digital Marketing Assistant, Administration Team, effective date to be determined. Base salary of \$38,726 for 260 days of service will be prorated based on the number of days worked through June 30, 2022. This is a new position funded through the General Operating - Administration budget.
- ISSUANCE OF TENURE
- The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective for the 2021-2022 school year:
 - Erin Babich
 - Alexandra Camero
 - Julia Kepler
 - Donna Moll
 - Meredith Seidel
 - David Van Dell
 - John Wilshire.”

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 – Summer Camps

The Board Spotlight was on CAIU Summer Camps. Mark Hennes, Special Projects Supervisor, and Beth Cappello, Special Projects Coordinated, presented an overview of the CAIU Summer Camps. Beth leads this project and reported on the significant growth and impact on our region. A wide variety of fun, engaging and hands-on camps were offered and were facilitated by teachers from our region. Camps were held at district locations and here at the CAIU Enola building. This year we held 21 camps with 222 participants, a significant growth since 2019. Beth highlighted several of the camps and invited all to the Community Mosaic Reveal on Wednesday, July 28 at 12pm at Mountain View MS.

Announcement of July 2021 CAIU Retiree

The CAIU Board of Directors announced and recognized the following June 2021 CAIU Retirees: **Elizabeth Deaven**, HR Generalist, retirement after 14 years of service; **Kathy Gottlieb**, Program Supervisor, retirement after 5 years of service.

CAIU Team Reports

Dr. Andrew McCrea, Director of Student Services, reported on our Extended School Year summer program. This program runs during the month of July and this year is one of the largest enrollments in recent years. Please see the article and pictures included in the All In Newsletter. Currently, the Student Services team is in State College for their annual retreat working on organizational and program goals and will continue with staff development and training for next year. Dr. McCrea highlighted the compliment in All In for Jaidyn Jackson, Technology Support, who has done an outstanding job providing support to his team.

Mr. Dave Martin, Director of Technology Services, was unable to attend today. Dr. Andria Saia reported on his behalf on the Technology Internships. Recently, one of our interns was able to get hired for a full-time job that was looking for someone with 1-3 years experiences or an associate's degree. The IU was able to provide this student intern with the experience needed to start his career early. Dr. Saia also reported that we are in the process of creating a new CAIU website, more information coming soon.

Mr. Brian Griffith, Director of Educational Services, recognized and thanked Mark Hennes, who will be retiring in August after 14 years of CAIU services. Mark has been a valuable member of the CAIU team and instrumental in the development of many highly successful programs such as CAOLA, CASTL, and the CAIU Leadership Development program.

Mr. Len Kapp, Supervisor of Operations & Transportation, reported that this is a busy time of year as his staff are providing supports, deep cleaning, classroom moves, etc. for our staff, in addition to, regular building maintenance.

Dr. Thomas Calvecchio, Assistant Executive Director, provided an update on strategic planning and hopes to overview the plan at our August Board meeting. Our Leadership team just had a 2-day retreat with a strong focus on strategic planning. In addition, we recently hired a professional photographer who spent two days taking photos of our staff and students to create a full library of stock photos for use on our new website and for marketing materials. The proposed draft Marketing plan will be shared at the August Board meeting. Our Marketing Campaign will focus on increasing support and engagement of our families, parents, and community members.

Dr. Andria Saia, Executive Director, reporting that we will be revising the layout of the All In Newsletter to better capture how our staff live our mission and vision every day. This month, the IUs 50th anniversary was highlighted. Dr. Saia reported on the work that our Leadership team is doing on the CAIU Strategic Plan; we are trying to find a way to connect all staff to our mission, vision, and values as this is critical to success. The book, *Belonging Through a Culture of Dignity* was distributed to all Board Members. We would like to offer an opportunity for a book study, a 15-20m snippet following a Board meeting for group discussion. We will put together a schedule for August and will start in September. In addition, Dr. Saia provided an update on the Lower Allen building project. CAIU and West Shore SD have been working to come to an agreement for the CAIU to lease this building to house several of our Preschool classes. Significant building upgrades are needed. We were unable to come to an agreement and have decided to extend our current lease at Lemoyne. The Delbrook and Willow Mill leases are up in 2023; we will continue to lease these spaces.

Daren Moran, Director of Business & Operations, as part of the budgeting process for 2021-22, we made the decision to eliminate the contracted cleaning agreement and return to in-house custodian work. The contracted cleaning service was replaced with several custodian positions We are happy to welcome three new staff as part of our operations team! Shout out to Len Kapp and his entire crew for continuing to manage multiple building projects and staff needs. In addition, please help support our 24th Annual Champions for Children Golf Tournament on August 5, 2021. Champions for Children is our educational foundation to support our students. Shout out to Dan Conway for all of his work in organizing this event.

Rennie Gibson, Board Secretary, reported that there will be a new Board Member orientation and photos immediately following the Board meeting.

- 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. The CAIU 2021-22 Board Committee assignments were distributed. Please let Mrs. Rice know if you have any changes.
- Board Member Sharing of Information** There was no Board Member sharing of Information.
- Information Items** There were no Information Items.
- Other Business/Public Comment on Items Not Specific to Agenda** There were no other business or 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 in-person on Thursday, August 26, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
- Adjournment** **Mr. Patrick Shull 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 9:10 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary