

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

September 23, 2021**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, September 23, 2021, 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, Jean Rice.
- EXECUTIVE SESSION** At 8:01 a.m., the Capital Area Intermediate Unit Board of Directors entered into an Executive Session to discuss Personnel and Negotiation Matters.
- Departing Board Member** At approximately 9:05 a.m., Mrs. Emily Hoffman departed the meeting.
- REGULAR BOARD MEETING** At 9:08 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** **Members in attendance were:** Mr. John Abel, Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Jean Rice, Mr. Eric Samples, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (13)
Members not in attendance were: Mr. Scott Campbell, Mr. Brian Carter, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mr. Jason Minnich, Mr. Micheal Wanner(6)
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. Jim Leonard, Mr. George DeMartyn, Mr. Brandon Carter, Ms. Christina McCullough, Mr. Brian Griffith, Mr. Dave Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mr. Len Kapp
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all staff and public 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.
- Reports**
- East Pennsboro Historical Society** Mr. George DeMartyn and Mr. Jim Leonard from the East Pennsboro Historical Society provided history and an overview. The Society has been working to save, restore, and preserve the Enola Miller House. The House is a meaningful symbol of the area's history. The Miller House will be completely restored and will be a museum and will serve as the Historical Society's new offices. The ground that the house is currently sitting on was subdivided and donated by the CAIU to give the house a place to be. The deed included a reverter clause stating that when the township no longer has a need for the land it would revert back to CAIU. Our intent is to then immediately transfer it to the Historical Society. The Board will need to approve this agreement.

Departing Board Member	At approximately 9:15 a.m., Mr. Richard Bradley departed the meeting.
Approval of Minutes	Mr. Patrick Shull moved, seconded by Mrs. Barbara Geistwhite, “that the August 26, 2021 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.
Board Committee Report	The Act 93 Board Committee recently met.
Treasurer’s Report	Mr. Patrick Shull moved, seconded by Mr. Dennis Helm, “that the following fiscal items be approved:
Treasurer’s Report – August 2021	August 2021 Treasurer’s Report – a total of \$14,282,570.74 in receipts and \$5,939,045.27 in expenditures
Payment of Bills – August 2021	August 2021 Payment of Bills
Summary of Operations –June 2021	Summary of Operations for June 2021 showing revenues of \$123,044,169.59 and \$119,856,376.33 in expenses
Summary of Operations – August 2021	Summary of Operations for August 2021 showing revenues of \$10,893,022.39 and \$8,613,457.76 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 – September 2021	Mr. William Swanson moved, seconded by Mrs. Barbara Geistwhite, “that the September 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.
2022 PSBA Officer Candidates	
PSBA President-Elect	Mrs. Barbara Geistwhite moved, seconded by Mrs. Paula Bussard, “that Sabrina Backer, Franklin Area School District, be nominated for PSBA President-Elect.” Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous. Mrs. Paula Bussard moved, seconded by Mr. Patrick Shull, “that the following PSBA candidates be nominated:

- PSBA Vice President Allison Mathis, North Hills School District for Vice President
- PSBA East Zone Representative Edward Brown, Upper Darby School District, for East Zone Representative
- PSBA Section 7 Advisor Justin Warren, Central Dauphin School District, for PSBA Section 7 Advisor.
- PSBA Insurance Trust Trustees Richard Frerichs, William LaCoff, and Nathan Mains for PSBA Insurance Trust (3-year term)."

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

- Forum Steering Committee (term ends Dec. 31, 2023) **Mrs. Paula Bussard moved, seconded by Mr. Patrick Shull,** "that the following candidates be nominated to the PSBA Forum Steering Committee for a 2-year term ending December 31, 2023:

- Jennifer Davidson, Manheim Township School District
- Bethanne Zeigler, Shikellamy School District
- Jaime Lynn Zimerofsky, Schuylkill Intermediate Unit 29."

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. Patrick Shull moved, seconded by Mrs. Paula Bussard,** "that the following Policies and Programs be approved:

- Second Reading, Revised Policies
 - Second Reading, Revised Policy 146.1 - Trauma-Informed Approach
 - Second Reading, Revised Policy 218.1 - Weapons
 - Second Reading, Revised Policy 247 - Hazing
 - Second Reading, Revised Policy 249 - Bullying/Cyberbullying
 - Second Reading, Revised Policy 008 - Organization Chart

- Second Reading New Policies
 - Second Reading, New Policy 800.1 - Electronic Signatures Records
 - Second Reading, New Policy 236.1 - Threat Assessment."

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

- First Reading, Revised Policies **Mr. Patrick Shull moved, seconded by Mr. William Swanson,** "that the following First Reading, Revised Policies be approved:

- First Reading, Revised Policy 218.2 - Terroristic Threats
- First Reading, Revised Policy 252 - Dating Violence
- First Reading, Revised Policy 816 - Social Media."

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. Ford Thompson moved, seconded by Mr. Eric Samples,** "that the following Job Descriptions be approved:

First Reading, Existing Position, Revised Description - Project and Grant Specialist (Student Services)

First Reading, Existing Position, Revised Description - Project and Grant Specialist (Student Services)

First Reading, Existing Position, Revised Description - Program Assistant (Technology)

First Reading, Existing Position, Revised Description - Program Assistant (Technology)

First Reading, Existing Position, New Description - Program Assistant (HR)

First Reading, Existing Position, New Description - Program Assistant (HR)

First Reading, New Position, New Description - Educational Program Specialist

First Reading, New Position, New Description - Educational Program Specialist."

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. Paula Bussard moved, seconded by Mr. Patrick Shull, "that the following Personnel Item be approved:

Notification to retain CAIU Executive Director

Pursuant to section 1073 of the Public School Code, the Board of Directors of the Intermediate Unit hereby notifies Dr. Andria Saia that it intends to retain her for an additional 4-year term beginning on January 1, 2022 and ending on December 31, 2025."

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

Mrs. Barbara Geistwhite moved, seconded by Mr. Jason Minnich, "that the following Personnel Items be approved:

RESIGNATIONS

- **CYNTHIA BALESTIER**, Educational Paraprofessional, CATES Program, effective September 17, 2021. Reason: Personal.
- **ERIC BOSTICK**, Program Supervisor, Student Services Team, February 11, 2022. Reason: Retirement after more than 33 years of continuous CAIU service.
- **BARBARA BRECKENRIDGE**, Teacher, Autism Program, Effective September 24, 2021. Reason: Personal.
- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, effective September 24, 2021. Reason: Personal.
- **KRISTEN MYERS**, Personal Care Assistant, Emotional Support Program, effective June 4, 2021. Reason: Personal.
- **JONATHAN RALLO**, Mental Health Worker, Center Point Program, effective September 30, 2021. Reason: Personal.
- **CHERYL RUDAWSKI**, Program Supervisor, Educational Services Team, effective January 7, 2022. Reason: Retirement after more than 34 years of continuous CAIU service.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

- **ERIKA STIFFLER**, Social Worker, Student Services Team, effective September 17, 2021. Reason: Personal.
- **HEATHER BROWN**, Professional, effective date to be determined. Assignment: Floater Teacher, Student Services Team with base salary of 80% of Bachelors, Step 15, \$56,903 for 190 days of service will be prorated based on the number of days worked with additional new hire days as required. This is a replacement position funded through the Floaters budget.
- **CANDICE BRUNER**, Paraeducator, effective date October 4, 2021. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$26,205.75 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 MAWA budget.
- **JACLYN FORD**, Program Assistant, Educational Services Team, effective date to be determined. Base salary of \$38,727.65 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 PAGES, Professional Services, and Summer Camps budgets.
- **TIFFANI JOHNSON**, Professional, effective date to be determined. Assignment: Sign Language Interpreter, Deaf/Hard of Hearing Program with base salary of Bachelors, Step 1, \$49,612 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 new position funded through Deaf/Hard of Hearing budget.
- **DAVID LAPLANTE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+48, \$26,205.75 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 Emotional Support budget.
- **MARK WOLFE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Multiple Disabilities Support Program with base salary of HS+48, \$26,205.75 + \$2,950 annual LPN stipend 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 Multiple Disabilities Support budget.

CHANGES OF
STATUS

- **TYLOR MILLER**, Technology Support Specialist, Technology Team, effective September 13, 2021. Temporary change of status due to employee performing work to fulfill contractual obligations for a school district. Change of status will result in a monthly stipend of \$600 per month for one to six months or until contract obligations are met.
- **DAVID ROUNER**, from Custodian to Maintenance Technician, Administration Team - Operations, effective September 20, 2021. Change of status results in a change of salary to \$31,666.68 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.

LEAVE OF
ABSENCE

- **KRISTEN LEITZEL**, Service Coordinator, Early Intervention Program, child-rearing leave of absence effective October 18, 2021 – June 5, 2022. Leave is requested in accordance with Article VI in the CBA.”

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

Proposed Act 93
Plan - 2021-2025

Mr. Patrick Shull moved, seconded by Mr. Dennis Helm, “that the Proposed 2021-2025 Act 93 Plan be approved.”

Motion passed with a roll call: Mr. John Abel, yes; Mrs. Paula Bussard, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Jean Rice, yes; Mr. Eric Samples, yes; Mr. Patrick Shull, yes; Mr. William Swanson, yes; Mr. Ford Thompson yes. (12-yes; 0-no)

Reports & Updates

Announcement of CAIU Retirees

The CAIU Board of Directors recognized the following September 2021 CAIU Retiree: **Joanne Kliss**, Occupational Therapist, retirement after 25 years of service.

Departing Board Members

At 9:39 am, Mr. Ford Thompson departed the Board meeting.

CAIU Team Reports

- **Dr. Andrew McCrea, Director of Student Services**, congratulations to Joanne Kliss, Occupational Therapist, who will be retiring after 25 years of service. She has made a huge contribution to our team/organization. Also, congratulations to Eric Bostick who will be retiring after more than 30 years of service to the CAIU. Eric is known across the IU, region, and state for his in-depth knowledge; he will be greatly missed. Please see the Farm to School Grant article in this month's All In. Covid is presenting us with many challenges, including staffing challenges. The school districts have been reaching out as they are experiencing an increase in the level of need of services.
- **Mr. David Martin, Director of Technology Services**, reported that the second wave of the Emergency Connectivity Fund has been released and we will be applying for those families still in need of internet. There has been an increase in the amount of technology requests/needs at school districts. A new ANPS tracking program was created and our team will be presenting in November on the new application with the hope for growth across the state.
- **Mr. Brian Griffith, Director of Educational Services**, congratulations to Dr. Cheryl Rudawski, ESL Supervisor, who will be retiring after 35 years of service. She has been a Master Trainer in all of your districts over the years. It will be a great loss for IU and the region. In addition, CAOLA enrollment numbers have increased: In 2019, enrollment was 4200; in 2021 enrollment is 7300, a growth of about 75%. Over 5000 of those are full-time students.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported on the Enola remodeling project for our conference spaces. Approval of the plans/proposals will come to the October Board meeting. Work at Lower Allen building started last month and continues. Safety/Security report: We are working hard to manage the increase in Covid cases and working to keep kids in school and safe.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that in October a new Educational Directory will be available for Board Members in both hard copy and digitally. Strategic Plan update: Team and individual goals will be finalized by October 1 and will share team goals with the Board in October.
- **Dr. Andria Saia, Executive Director**, highlighted the Living Our Mission section of the All In Executive Director's Report. Jan Cuva-Primmer, CAIU Social Worker, utilized her skills as a social worker to help children and families by writing a children's series. Her first book of the series has been published on Kindle. In addition, please see the Farm to School Grant article and pictures about the press event held at Hill Top Academy. Please join us in celebrating Human Resources Professionals Day on September 26.
- **Daren Moran, Director of Business & Operations**, reported that next week starts the annual year-end audit. There have been many new revenue sources, rules and regulations to be reviewed. Please note: October 2nd is Custodian/Maintenance Appreciation Day. Please join us in showing our frontline workers our appreciation.
- **Bob Frankouser, Solicitor**, shared his deep appreciation for all of the administrators and Board Members who are under enormous pressure. Our school systems could not function without them.

Departing Board Members

At 9:51 am, Mr. Dennis Helm departed the Board Meeting.

At 9:52 am, Mrs. Paula Bussard departed 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.
Board Member Sharing of Information	Mrs. Barbara Geistwhite highlighted a thank you letter from Cumberland Valley SD in the information items. Mrs. Jean Rice sought support of a movement to introduce whole milk back into the schools.
Information Items	The following Information items were available for review: <ul style="list-style-type: none"> • 2020-2021 Arts in Education Newsletter. This newsletter reviews the projects and contests that the AIE program had this year and what's to come for next year. • 10/30/21 - CAIU Fall Fest - Save the Date • 9/15/21 Appreciation Letter from CVSD regarding LETRS 1 Training
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, October 28, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
Adjournment	Mr. Patrick Shull 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 10:00 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary