

CAIU BOARD HIGHLIGHTS

*The following actions were taken at the **October 28, 2021** meeting, held in the Board Room of the Capital Area Intermediate Unit.*

REPORTS/UPDATES

➤ CAIU Team Reports:

- **Dr. Andrew McCrea, Director of Student Services**, provided a staffing update: The new job description for the Early Intervention Supervisor is a replacement position for Eric Bostick and an offer has been extended to Jessica White from South Middleton. She brings a strong work ethic and has experience working with young children. There are two upcoming retirements: Jill Johnson, teacher, who will be retiring after 35 years of service. Jill is very dedicated to the students, CAIU and her own personal growth. Debbie Claire, Speech & Language Pathologist, who will be retiring with over 30 years of service. Debbie is a big difference maker in children's lives. Dr. McCrea provided program updates: Loysville held mock interviews, please refer to the All In! article. Strategic planning work in student services has been very helpful in providing a clear direction, goal setting, and progress monitoring. The CAIU and our non-profit partner, CASTL, announced a new project - Imagination Library. This project is in need a lot of support to get it up and running.
- **Mr. David Martin, Director of Technology Services**, provided a cyber security update. Cyber security is one of the technology team's strategic priorities. The team developed a multi-year goal to develop a framework for our school districts and most of the technology team has this as part of their professional goals. We will be performing vulnerability testing/assessments to collect data and are working with the Army National Guard on this. The goal is to have a structure for a service available for our school districts by the end of the year. 63% of attacks are on education because they are vulnerable. In addition, his team is working on the technology needs that are included in the renovation projects at Enola and Lower Allen.
- **Mr. Brian Griffith, Director of Educational Services**, highlighted the Middle School Forum that was held on Oct 26 at the CAIU. It was a great event! CAIU worked with Cool Speak to provide a day full of top-notch presenters who spoke on breaking through obstacles and overcoming challenges. Each middle school was able to send a group of 10 students and administrators. In addition, Mr. Griffith provided an overview and summary of the CAIU Comprehensive Plan.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, provided an update on our building projects: Lower Allen update: the Board approved preliminary contracts for work and primary electrical and construction. The project is experiencing some delays in receiving equipment. The project is expected to be completed by late December. Enola remodel of public space update: We will be renovating the two lobby areas, public meeting spaces and technology upgrades to our meeting spaces. This project will start after the new year holiday. In addition, we are still in need of drivers.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, provided an update of the Educational Directory: a hard copy is at your seat and digital version is attached to the agenda. This project has been a large undertaking. It will be updated and distributed every year. A link to send updates is also included. Strategic planning

update: Dr. Calvecchio expressed appreciation for all of the team's cooperation. We are in the process of compiling an Organizational Health of IU report for the board. Any interested Board Member is invited to join the Organizational Health Committee. We would appreciate Board Members input in the process. The investment of time would be light.

- **Dr. Andria Saia, Executive Director**, highlighted the All In! Newsletter and Executive Director report. The newsletter has taken on a new look. Please take note of the Opportunities to Do Good section. The Imagination Library is a critical program that provides individualized book 1x month for all children birth to five and is in need of support. In addition, we are running a coat drive for every Perry county child, Champions for Children Annual Giving Tree Project, and the United Way Poinsettia sale. Our annual fall SAC Leadership Conference is next week. One of the topics of discussion will be Belonging and Dignity for all.
 - **Daren Moran, Director of Business & Operations**, reported that the business office will be finishing up the audit this month. The local audit presentation will come to the Board in November or December. We are ramping up for our building renovations at Lower Allen and the Enola facility and have been meeting regularly.
 - **Rennie Gibson, Board Secretary**, shared an update on the CAIU Wellness Committee activities. In October the committee organized a flu vaccine clinic where 123 vaccines were administered which is roughly 20% of our staff. In addition, 31-day Immunity Challenge is underway, and provided a community based mental health workshop called I'm fine, sculpting for mental health. In addition, a 3-part professional development series on Diversity & Equity was available for support staff.
- **CAIU Comprehensive Plan Overview** – Brian Griffith provided an overview of the Comprehensive plan process. We are required to submit the tool to the Department of Education. Much of our strategic plan is reflected in the Comprehensive Plan. The Compliance Checklist will be completed and submitted to PDE. We are required to make the plan public for 30 days and will post it on our website and will share with staff. The plan will be taken to the November Board meeting for final approval.

APPROVED ACTION ITEMS

- **September 23, 2021 - Board Meeting Minutes**
- **September 2021 Treasurer's Report** – a total of \$5,279,101.30 in receipts and \$10,153,321.57 in expenditures
- **Summary of Operations for June 2021** showing revenues of \$121,485,786.79 and \$119,552,081.13 in expenses
- **Summary of Operations for September 2021** showing revenues of \$22,029,196.54 and \$16,231,486.40 in expenses
- **Budget Administration** - None
- **Other Fiscal Matters** - None
- **Other Business Items**
 - Contracts – October 2021
 - Acceptance of resignation of Eric Samples, Lower Dauphin SD, from the Capital Area Intermediate Unit Board of Directors effective October 14, 2021.
 - Acceptance of resignation of John Abel, Derry Township SD, from the Capital Area Intermediate Unit Board of Directors effective November 30, 2021.
 - Permission to amend the Hill Top Lease for Crabtree, Rohrbaugh & Associates to fund the renovations to the life skills classroom and to invoice the CAIU for the cost.
- **Policies & Programs**
 - Second Reading, Revised Policy 218.2 - Terroristic Threats
 - Second Reading, Revised Policy 252 - Dating Violence

- Second Reading, Revised Policy 816 - Social Media
- First Reading, Revised Policy 006 - Meetings
- First Reading, Revised Policy 903 – Public Participation in Board Meetings
- **Job Descriptions**
 - Second Reading, Existing Position, Revised Description - Project and Grant Specialist (Student Services)
 - Second Reading, Existing Position, Revised Description - Program Assistant (Technology)
 - Second Reading, Existing Position, New Description - Program Assistant (HR)
 - Second Reading, New Position, New Description - Educational Program Specialist
 - First Reading, Existing Position, New Description - Coordinator -Business Services
 - First Reading, Existing Position, New Description - Program Supervisor - EI
 - First Reading, New Position, New Description - Remedial Specialist
 - First Reading, New Position, New Description - Safety & Security Coordinator
- **Personnel Items**
 - See attached report
 - The Board of Directors hereby re-elects Dr. Andria Saia as the Executive Director of the Capital Area Intermediate Unit for an additional 4 year term beginning on January 1, 2022 and ending on December 31, 2025.
 - Approval of written contract of employment agreement between Dr. Andria Saia and the Capital Area Intermediate Unit for the period commencing on January 1, 2022 and ending on December 31, 2025.

EXECUTIVE DIRECTOR'S REPORT

- See attached report/newsletter.
- Executive Director's 21-22 Goals were available for the Boards review.

PRESIDENT'S REPORT

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

NEXT MEETING: Thursday, November 18, 2021, 8:00 a.m., Board Room, CAIU Enola Office

***Our Mission:** Provides innovative support and services in partnership with schools, families, and communities to build capacity and model courageous leadership to help them be great.*

#BeGreat

***Our Vision:** Recognized as a trusted and influential partner in achieving life-changing outcomes in the Capital Area. #ChangingLives*

October 28, 2021 APPROVED PERSONNEL ITEMS:

RESIGNATIONS

- **JILLE JOHNSTON**, Teacher, Hospital Program, effective January 3, 2022. Reason: Retirement after more than 35 years of continuous CAIU service.
- **DEBRA KLAIR**, Speech and Language Clinician, Early Intervention Program, effective December 3, 2021. Reason: Retirement after more than 30 years of continuous CAIU service.
- **JOCELYN KREISER**, Speech and Language Clinician, School-Age Speech Program, effective October 13, 2021. Reason: Personal.
- **REECE MONTGOMERY**, Educational Paraprofessional, Early Intervention Program, effective September 21, 2021. Reason: Personal.
- **EMMA ROBINSON**, Educational Paraprofessional, Early Intervention Program, effective October 15, 2021. Reason: Personal.
- **PAULA SEMBACH**, Nurse, Student Services Team, effective December 23, 2021. Reason: Retirement after more than 16 years of continuous CAIU service.
- **JASMINE TANNER**, Educational Paraprofessional, Early Intervention Program, effective October 15, 2021. Reason: Personal.
- **CHRISTINA WATSON**, Personal Care Assistant, Multiple Disabilities Support Program, effective October 1, 2021. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **CANDICE BRUNER**, Paraeducator, effective date October 26, 2021. Assignment: Educational Paraprofessional, Early Intervention Program with base salary of HS+48, \$26,205.75 for 190 days of service will be prorated for a total of 132 days worked with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **ASHLEY CAPOZZI**, Professional, effective date to be determined. Assignment: Teacher, Early Intervention Program with base salary of Masters, Step 11, \$65,168 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.
- **JILL HERB**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/Personal Care Assistant, Autism 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 Autism Support budget.
- **JACKIE HORST**, Custodian, Administration Team - Operations, effective date to be determined. Base salary of \$25,433 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.
- **AMANDA HUMMEL**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/Personal Care Assistant, Autism Support Program with base salary of HS, \$24,182 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 Support budget.
- **RACHEL MILLARD**, Part-time Temporary Professional, effective date to be determined. Assignment: Teacher, ELD/ESL Program with base salary of Bachelors, Step 5, \$52,293 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 ESL budget.

- **KERI JO MORGAN**, Professional, effective date to be determined. Assignment: Teacher, Autism Support Program with base salary of Masters, Step 11, \$65,168 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. **KRISTIN PANCOAST**, part-time Head Cook, Food Services Program, effective October 19, 2021. Employee will be paid at the rate of \$15.50 per hour. This is a replacement position funded through the Food Services budget.
- **JAMES RUDY**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS, \$24,182 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.
- **GARRET SHIELDS**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Emotional Support Program with base salary of HS, \$24,182 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 Emotional Support budget.
- **JESSICA WHITE**, Act 93, effective date to be determined. Assignment: Program Supervisor, with a base salary of \$99,977.50 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the MAWA budget.
- **JULIA WILLIAMS**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, School-Age Speech Program with base salary of Masters, Step 1, \$52,639 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 School-Age Speech budget.
- **JENNIFER ZIMMERMAN**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/Personal Care Assistant, Autism Support Program with base salary of HS, \$24,182 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 Support budget.

CHANGES OF STATUS:

- **CANDICE BRUNER**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective September 28, 2021.
- **JERRY FRITZ**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective October 11, 2021. Change of status results in a change of salary to \$33,549, which is based on a MHW HS+30, Step 6 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 153 days.
- **BRITANAI LAWSON**, from Educational Paraprofessional to Mental Health Worker, Student Services Team, effective September 27, 2021. Change of status results in a change of salary to \$33,997, which is based on a MHW Bachelor's, Step 4 placement on the current salary scale. This is based on 190 days of service and will be prorated for a total of 162 days.
- **KAITLIN SWISHER**, from Program Secretary to Program Assistant, Administration Team – Human Resources, effective September 27, 2021. Change of status results in a change of salary to \$39,854.94 for 260 days of service and will be prorated for a total of 218 days through June 30, 2022.

CHANGES OF SALARY:

- **WHITNEY CONNOLLY**, Business Support Specialist, Administration Team – Business, effective for the 2021-2022 school year. Change of salary is \$65,143.62 and is due to an increase in scope of work.
- **TREVOR SAYLOR**, Educational Consultant, Educational Services Team, effective for the 2021-2022 school year. Change of salary is \$74,503 and is based on a Masters+30, Step 14 placement on the current salary scale.

LEAVE OF ABSENCE:

- **DENNIS MORGAN**, District Technology Coordinator, uncompensated leave of absence beginning October 26, 2021. Leave is requested in accordance with Board Policy 339 – Uncompensated Leave.
- **LAUREN ROYER**, Psychologist, Student Services Team, child-rearing leave of absence effective September 27, 2021 – December 23, 2021. Leave is requested in accordance with Article VI in the CBA.