

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

October 28, 2021**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, October 28, 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.
- 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 (arrived after roll call), Mrs. Paula Bussard, Mr. Scott Campbell, Mr. Brian Carter (arrived after roll call), Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Emily Hoffman (arrived after roll call), Mr. Jason Minnich, Mrs. Jean Rice, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (13) **Members not in attendance were:** Mr. Terry Cameron, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Ms. Elizabeth Knouse, Mr. Eric Samples, 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. Brian Griffith, Mr. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mr. Len Kapp, Mr. Chad Pellman, Ms. Holly Brzycki, Ms. Cheryl Giles-Rudawski
- Recognition of the Public: Items Specific to the Agenda** The Board introduced and welcomed Holly Brzycki, Chad Pellman, and Cheryl Giles-Rudawski, from the Act 93 Negotiations Committee, to the Board meeting. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
- Public Comment** The Act 93 committee representatives introduced themselves and said they were excited to work with the Board and move forward in a positive way.
- Approval of Minutes** **Mr. Patrick Shull moved, seconded by Mr. William Swanson,** “that the September 23, 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** There were no Board Committee Reports.
- Treasurer’s Report** **Mr. Ford Thompson moved, seconded by Mr. Patrick Shull,** “that the following fiscal items be approved:
Treasurer’s Report – September 2021 September 2021 Treasurer’s Report – a total of \$5,279,101.30 in receipts and \$10,153,321.57 in expenditures.
Payment of Bills – September 2021 September 2021 Payment of Bills.
Summary of Operations –June 2021 Summary of Operations for June 2021 showing revenues of \$121,485,786.79 and \$119,552,081.13 in expenses.

Summary of Operations – September 2021	Summary of Operations for September 2021 showing revenues of \$22,029,196.54 and \$16,231,486.40 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	Mr. William Swanson moved, seconded by Mr. Patrick Shull, “that the following Business items be approved:
Contracts – October 2021	October 2021 Contracts.
Board Member Resignation - Samples	Acceptance of resignation of Eric Samples, Lower Dauphin SD, from the Capital Area Intermediate Unit Board of Directors effective October 14, 2021.
Board Member Resignation - Abel	Acceptance of resignation of John Abel, Derry Township SD, from the Capital Area Intermediate Unit Board of Directors effective November 30, 2021.
Amendment to Hill Top Lease	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.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Policies & Programs	Mrs. Judith Crocenzi moved, seconded by Mr. Patrick Shull, “that the following Policies and Programs be approved:
Second Reading, Revised Policies	The following Second Reading, Revised Policies: <ul style="list-style-type: none"> • #218.2 - Terroristic Threats • #252 - Dating Violence • #816 - Social Media
First Reading Revised Policies	The following First Reading, Revised Policies: <ul style="list-style-type: none"> • #006 - Meetings • #903 – Public Participation in Board Meetings.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Arriving Board member	At 8:05 a.m., Mrs. Emily Hoffman arrived at the Board meeting.
Job Descriptions	Mr. Patrick Shull moved, seconded by Mr. William Swanson, “that the following Job Descriptions be approved:

Second Reading,
Existing Position,
Revised Descriptions

The following Second Reading, Existing Position, Revised Descriptions:

- Project and Grant Specialist (Student Services)
- Program Assistant (Technology)

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

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

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

Second Reading, New Position, New Description - Educational Program Specialist.

First Reading,
Existing Position, New
Description

The following First Reading, Existing Position, New Descriptions:

- Coordinator -Business Services
- Program Supervisor - EI

First Reading, New
Position, New
Description

The following First Reading, New Position, New Descriptions:

- Remedial Specialist
- Safety & Security Coordinator.”

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

Arriving Board
Member

At 8:08 a.m., Mr. Richard Bradley arrived at the Board meeting.

Personnel Items

Mr. Jason Minnich moved, seconded by Mr. William Swanson, “that the following Personnel Item be approved:

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.

CHANGES OF STATUS

- **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.
- **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.

CHANGE 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.”

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

Re-election of CAIU Executive Director

Mr. Ford Thompson moved, seconded by Mr. Patrick Shull, “that 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.”

Motion passed with a roll call: Mr. John Abel, yes; Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mr. Scott Campbell, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Emily Hoffman, yes; Mr. Jason Minnich, yes; Mrs. Jean Rice, yes; Mr. Patrick Shull, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes. (12-yes; 0-no)

Executive Director's Contract of Employment Agreement

Mr. Patrick Shull moved, seconded by Mr. William Swanson, “that the 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 be approved.”

Motion passed with a roll call: Mr. John Abel, yes; Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mr. Scott Campbell, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Emily Hoffman, yes; Mr. Jason Minnich, yes; Mrs. Jean Rice, yes; Mr. Patrick Shull, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes. (12-yes; 0-no)

Reports & Updates

Announcement of
CAIU Retirees

There were no October 2021 Retirees.

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 books once a 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 three-part professional development series on Diversity & Equity was available for support staff.

CAIU Comprehensive Plan

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.

Arriving Board member

At 8:26 a.m., Mr. Brian Carter arrived at 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.

Executive Director's Goals

The Executive Director's 21-22 Goals were available for the Boards review.

President's Report

Mrs. Jean Rice thanked the Board for their attendance.

Board Member Sharing of Information

There were no Board members 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, November 18, 2021, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “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 8:54 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary