

**CAPITAL AREA INTERMEDIATE UNIT**

55 Miller Street  
Enola, PA 17025

**November 18, 2021****MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, November 18, 2021, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	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.
<b>EXECUTIVE SESSION</b>	At 8:01 a.m., the Board entered in to an Executive Session to discuss personnel matters.
<b>REGULAR BOARD MEETING</b>	At 8:22 a.m., the Board reentered into the Regular Meeting.
<b>Pledge of Allegiance</b>	All stood and pledged allegiance to the flag of the United States of America.
<b>Roll Call</b>	<p><b><u>Members in attendance were:</u></b> Mr. John Abel, Mrs. Paula Bussard, Mr. Terry Cameron, Mr. Scott Campbell, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mrs. Jean Rice, Mr. Patrick Shull, Mr. Ford Thompson (10)</p> <p><b><u>Members not in attendance were:</u></b> Mr. Richard Bradley, Mr. Brian Carter, Mr. Dennis Helm, Mrs. Emily Hoffman, Ms. Elizabeth Knouse, Mr. Jason Minnich, Mr. William Swanson, Mr. Micheal Wanner (8)</p> <p><b><u>Non-Voting Members in attendance were:</u></b> Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary; Mr. Daren Moran, Board Treasurer</p> <p><b><u>Staff/Public in attendance were:</u></b> Mr. Brian Griffith, Mr. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mr. Len Kapp, Ms. Alanna McMillian</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	The Board welcomed all public attendees. Mrs. Jean Rice asked if there were any items specific to the agenda that the public would like to address.
<b>Public Comment</b>	There were no public comments.
<b>Approval of Minutes</b>	<p><b>Mr. Ford Thompson moved, seconded by Mr. Patrick Shull,</b> “that the October 28, 2021 Board Meeting Minutes be approved.”</p> <p><b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b></p>
<b>Board Committee Report</b>	There were no Board Committee Reports.
<b>Treasurer’s Report</b>	<b>Mr. Patrick Shull moved, seconded by Mrs. Judy Crocenzi,</b> “that the following fiscal items be approved:
Treasurer’s Report – October 2021	October 2021 Treasurer’s Report – a total of \$11,074,039.04 and \$18,333,892.22 in expenses.
Payment of Bills – October 2021	October 2021 Payment of Bills.

Summary of Operations – October 2021	Summary of Operations for October 2021 showing revenues of \$27,972,602.75 and \$25,079,185.45 in expenses.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Budget Administration</b>	<b>Mr. Patrick Shull moved, seconded by Mrs. Judith Crocenzi,</b> “that the following Budget Administration item be approved:
Proposed 2021-22 Original Budget - Path to Graduation	Proposed 2021-22 Original Budget - Path to Graduation.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Other Fiscal Matters</b>	There were no Other Fiscal Matters.
<b>Other Business Items</b>	
Contracts – November 2021	<b>Mr. Patrick Shull moved, seconded by Mrs. Judith Crocenzi,</b> “that the November 2021 Contracts be approved.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
CAIU 2021-2024 Comprehensive Plan	<b>Mrs. Barbara Geistwhite moved, seconded by Mr. Ford Thompson,</b> “that the CAIU 2021-2024 Comprehensive Plan be approved.”
	<b>Motion passed with a roll call vote:</b> Mr. John Abel, yes; Mrs. Paula Bussard, yes; Mr. Terry Cameron, yes; Mr. Scott Campbell, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Barbara Geistwhite, yes; Mrs. Jean Rice, yes; Mr. Patrick Shull, yes; Mr. Ford Thompson yes; (10 - yes; 0 - no)
<b>Policies &amp; Programs</b>	<b>Mrs. Paula Bussard moved, seconded by Mrs. Judith Crocenzi,</b> “that the following Policies and Programs be approved:
Second Reading, Revised Policies	The following Second Reading, Revised Policies: #006 - Meetings #903 - Public Participation Board Meetings.”
	<b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>
<b>Job Descriptions</b>	<b>Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard,</b> “that the following Job Descriptions be approved:
Second Reading, Existing Position, New Description	The following Second Reading, Existing Position, New Descriptions: <ul style="list-style-type: none"> <li>• Coordinator - Business Services</li> <li>• Program Supervisor - EI</li> </ul>

Second Reading,  
New Position, New  
Description

The following Second 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.**

#### Personnel Items

**Mrs. Barbara Geistwhite moved, seconded by Mrs. Judith Crocenzi,** “that the following Personnel Item be approved:

#### RESIGNATIONS

- **JULIE FEISTER**, Educational Paraprofessional, Early Intervention Program, effective November 10, 2021. Reason: Personal.
- **JENNIFER HALBLEIB**, Educational Paraprofessional, Early Intervention Program, effective November 19, 2021. Reason: Personal.
- **ANDREA SCHWARTZ**, Educational Paraprofessional, Emotional Support Program, effective November 29, 2021. Reason: Personal.
- **LAUREN TRUE**, Educational Paraprofessional, Early Intervention Program, effective November 19, 2021. Reason: Personal.
- **BRIGID WILLS**, Program Secretary, Early Intervention Program, effective January 14, 2022. Reason: Personal.
- **NICOLE WISHARD**, Educational Paraprofessional, Early Intervention Program, effective November 19, 2021. Reason: Personal.

#### RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **JOHN HENDRICKSON**, Program Assistant, Technology Team, effective date to be determined. Base salary of \$39,854.94 for 260 days of service will be prorated based on the Network Services budget.
- **MARIA HOOVER**, Director of Educational Services, effective date to be determined. Base salary of Act 93, Grade 19, \$131,100.92 for 260 days of service will be prorated based on the number of days worked. This is a replacement position funded through the General Operating budget.
- **MARY RANNEY**, Professional, effective date to be determined. Assignment: Teacher, Hospital Program with base salary of Masters+30, Step 11, \$67,874 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 Hospital budget.
- **DOUGLAS YOUNG**, Maintenance/Facilities Technician, Administration Team - Operations, effective date to be determined. Base salary of \$34,433.39 for 260 days of service will be prorated based on the number of days worked. This is a new position funded through the EI Idea budget.

#### CHANGES OF STATUS

- **LENA ENGLE**, from Educational Paraprofessional to Teacher, Emotional Support Program, effective date to be determined. Change of status results in a change of salary to \$49,612, which is based on a Bachelor’s, Step 1 placement on the current salary scale. This is based on 190 days of service and will be prorated based on the number of days worked.
- **JESSE KILLINGER**, from Custodian to Maintenance/Facilities Technician, Administration Team – Operations, effective November 18, 2021. Change of status results in a change of salary to \$34,433.39 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.
- **GARRET SHIELDS**, Educational Paraprofessional, from active to inactive status due to rescinding acceptance of employment offer, effective November 15, 2021.
- **RONALD SIMS**, from Network Engineer to Assistant Director of Technology, Technology Team, effective December 1, 2021. Change of status results in a change of salary to \$98,480 for 260 days of service and will be prorated for a total of 151 days through June 30, 2022.”

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

## Reports & Updates

Announcement of  
CAIU Retirees

There were no November 2021 Retirees.

CAIU Team Reports

- **Dr. Andrew McCrea, Director of Student Services**, highlighted the CAIU Sensory Walk article in the November *All In!*. The article provides a background on what it is and why it is important. Sensory walks/play are designed to stimulate and improve one or multiple senses and are used to assist those who need to increase their energy as well as for those that need to calm and organize their bodies. Other benefits include increased focus and attention for academics, socialization and communication skills.
- **Mr. David Martin, Director of Technology Services**, provided an overview of AgendaManager, which was developed by our own team and has now expanded nationwide. AgendaManager staff will be attending the Association of Educational Services Agencies (AESAs) conference in December. The AESA conference has been the most beneficial for us in the past. Cyber security update: We are in the process of collecting cybersecurity insurance policies from all of our school districts so that we can use this information as data points in developing our cybersecurity solution to assist the districts moving forward. Also, in preparation in reaching our cybersecurity goal, three of our technology staff are attending a cybersecurity program at Perdue University. Our team has developed another program called TRACK. Track supports our Nonpublic school program for things like teacher schedules, student information, the services they receive, reporting and billing. We recently presented our program to other IUs and the Executive Director at IU 27 reached out to us to discuss potential partnership ideas. Kudos to the CAIU technology team! Many have been stepping up to take on leadership roles to help support all of the projects and initiatives we are taking on here at the CAIU and at our districts.
- **Mr. Brian Griffith, Director of Educational Services**, highlighted the *All In!* article on Children's Grief as today is Children's Grief Awareness Day. The Save the Bananas program, run by several ANPS social workers, partnered with Bishop McDevitt to run a very successful food campaign this week collecting and distributing food to our needy families. Three staff members from our CAOLA program have been selected to present at a national conference on training modules and special education strategies within our online environment. Two groups of CAIU and school district staff will be going to Montgomery Alabama to visit the Equal Justice Initiative, Legacy Museum and Rosa Park's museum after the holiday. Several spots are still available.
- **Mr. Len Kapp, Supervisor of Operations & Transportation**, reported that we have been working diligently with the Student Services team on the Lower Allen Elementary project. Thanks to West Shore School District for working with us. The project is on time for an anticipated opening by February 1, 2022. The new name will be Capital Area Early Learning Center. Board members will receive an invite to the open house. We will kick off the Enola remodel on January 3, 2022. This will be a six month project to upgrade the meeting and public spaces.
- **Dr. Thomas Calvecchio, Assistant Executive Director**, reported that next month he will provide the Strategic Plan quarterly update. Many great things have been happening here at the CAIU. The plan has helped align the work that we are doing across the entire organization. This week we are celebrating American Education Week. Today is Thank an Educator Day. We will share this video with our staff.
- **Dr. Andria Saia, Executive Director**, highlighted the *All In!* newsletter. CAIU first Fall Festival was a great success, despite the weather. Pictures from the event are on the last page. She also highlighted the article on Declan Fledderjohn's amazing communication boards at community parks project on page 9. Dr. Saia and Dr. Calvecchio recently had a wonderful visit to our Diakon Community Based Program.

- **Daren Moran, Director of Business & Operations**, reported that the Business Managers job alike group met yesterday. They discussed cyber security and cyber liability insurance is now a requirement for schools and IUs. The group also discussed the bus driver shortages, especially in the Philadelphia area. Some are taking a risk and paying parents to drive. Please be sure to check with your solicitor and insurance provider if your district is considering this. The South Central Trust Executive Committee also met. It was the first meeting with the new consultant, Conrad Segal. The group was actively engaged in good conversation. Mr. Moran also highlighted that we have two of the biggest facility projects happening simultaneously. Management of these projects have been intensive. The audit report is complete and will be presented at the December Board meeting.
- **Rennie Gibson, Board Secretary**, reported on *I'm fine*, a community-engaged project dedicated to sculpting mental health awareness and support. Maureen Joyce and Carrie Breschi ran two workshops here at CAIU in which our staff created ceramic masks they wear to portray, to overcome or to minimize their mental health struggles. These masks are on display at the CAIU Enola middle lobby from 11/17/21-12/17/21. Stop by to see the masks and to learn more about the I'm fine program.

<b>Departing Board Members</b>	At 9:00 a.m., Mr. Terry Cameron departed the Board Meeting. At 9:07 a.m., Mr. Scott Campbell departed the Board Meeting.
<b>Board Recognition</b>	The Board recognized and thanked departing Board Member, Mr. John Abel, Derry Township SD.
<b>Executive Director's Report</b>	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.
<b>President's Report</b>	Mrs. Jean Rice thanked the Board for their attendance and wished all a blessed Thanksgiving. Mrs. Rice also shared her appreciation for all of our teachers across school districts; they are doing a wonderful job.
<b>Board Member Sharing of Information</b>	There were no Board Members sharing of information.
<b>Information Items</b>	There were no information items.
<b>Other Business/Public Comment on Items Not Specific to Agenda</b>	There were no other business or public comment on items not specific to the agenda.
<b>Next Board Meeting Date</b>	The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held in-person on Thursday, December 16, 2021, 8:00 a.m., Board Room, CAIU Enola Office.
<b>Adjournment</b>	<b>Mr. Patrick Shull moved, seconded by Mr. Ford Thompson</b> , "that the meeting is adjourned."  <b>Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.</b>  At 9:18 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary