

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

**February 24, 2022
MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, February 24, 2022, at the Capital Area Intermediate Unit at the Enola Office.

- 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** **Members in attendance were:** Mr. Jesse Biretz, Mr. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson, Mr. Rodney Wagner (14)
Members not in attendance were: Mr. Scott Campbell, Mr. Brian Carter, Ms. Alyssa Eichelberger, Mr. Micheal Wanner (4)
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. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mrs. Maria Hoover, Mr. Len Kapp
- CASTL & Imagination Library** Geri Schaffer, CAIU Educational Consultant, shared an overview of CASTL and Imagination Library. CASTL is a nonprofit organization that is housed here at the CAIU with the goal of providing a place for innovative educational ideas and just recently started to take some projects on. CASTL and CAIU are partnering with Dolly Parton's Imagination Library. This project will provide books to children under the age of 5 in our CAIU footprint. These books are age appropriate, registered, personalized and delivered directly to the participating child's home each month at no cost to child's family. We estimate having 35,000 children under age of 5 in our area that are eligible if they sign up. The kick off to fundraising begins on March 2, Read Across America Day. The goal is to raise \$5000 on March 2. Children can start receiving books at any age, they just must be under the age of 5. The CAIU has a unique situation as we have many connections to preschools, early learning centers, and literacy centers to help to spread the word and grow. Dolly Parton takes care of all of the planning, buying of books, etc. More information can be found under the CASTL page on the CAIU website located under the community tab. The CAIU is responsible to sign kids up and to raise the funds. The cost is \$30 a year per child for 1/book a month. Must have \$180,000 ready in orders to open a library in our area to cover the first two years.
- Recognition of the Public: Items Specific to the Agenda** The Board welcomed all public attendees.
- Public Comment** There were no public comments.
- Approval of Minutes** **Mrs. Barbara Geistwhite moved, seconded by Mrs. Judith Crocenzi,** "that the January 27, 2022 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	Mrs. Jean Rice reported that the Board Negotiations Committee met on February 3.
Treasurer's Report	Mr. Ford Thompson moved, seconded by Mr. William Swanson, "that the following fiscal items be approved:
Treasurer's Report – January 2022	January 2022 Treasurer's Report – a total of \$6,543,434.67 in receipts and \$8,496,029.93 in expenses.
Payment of Bills – January 2022	January 2022 Payment of Bills.
Summary of Operations – January 2022	Summary of Operations for January 2022 showing revenues of \$64,040,669.20 and \$50,270,759.29 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	
Proposed 2022-23 General Operating Budget (2nd Reading)	Mr. Dennis Helm moved, seconded by Mrs. Barbara Geistwhite, "that the Proposed 2022-23 General Operating Budget (2nd Reading) be approved."
	Roll Call Vote: Mr. Jesse Biretz, yes; Mr. Richard Bradley, yes; Mrs. Paula Bussard, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenzi, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Mrs. Jean Rice, yes; Ms. Ericka Schmidt, yes; Mr. Patrick Shull, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes.
Proposed 2021-22 Original Budget - PAIU DOH Funding	Mr. William Swanson moved, seconded by Mr. Dennis Helm, "that the Proposed 2021-22 Original Budget - PAIU DOH Funding be approved."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Other Fiscal Matters	There were no Other Fiscal Matters.
Other Business Items	Mrs. Paula Bussard moved, seconded by Mr. Jesse Biretz, "that the following Other Business Items be approved:
Contracts – February 2022	Contracts – February 2022.
Appointment of New Board Member	Appointment of Rodney Wagner, South Middleton School District, to an unexpired term from February 24, 2022 to June 30, 2022.
2022 Election of CAIU Board Members	Approval of the 2022 CAIU Election of Board Members representing: Camp Hill, Derry Township, East Pennsboro, Harrisburg, Lower Dauphin, Millersburg, Susquehanna Twp., Upper Dauphin, West Shore school districts will be accomplished by mail or virtual ballot."
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.

Policies & Programs	<p>Mr. William Swanson moved, seconded Mr. Ford Thompson, “that the following Policies & Programs be approved:</p> <p>Policy 626 - Procurement – Revised Attachment</p> <p>Deletion of Board Policies 248 and 348</p> <p>Deletion of Board Policies 248 and 348.” <i>Harassment is now covered under policies 103 and 104 (Discrimination/Title IX Sexual Harassment)</i></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>
Job Descriptions	<p>Mrs. Barbara Geistwhite moved, seconded by Mr. Jesse Biretz, “that the following Job Description be approved:</p> <p>First Reading, Existing Position, Revised Description - Program Assistant – Accounting.”</p> <p>First Reading, Existing Position, Revised Description - Program Assistant – Accounting</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>
Personnel Items	<p>Mrs. Paula Bussard moved, seconded by Mr. Jesse Biretz, “that the following Personnel Items be approved:</p>
RESIGNATIONS	<ul style="list-style-type: none"> • STEPHEN BITTINGER, Custodian, Administrative Team - Operations, effective January 26, 2022. Reason: Personal. • ROYCE BROWN, Senior Software Engineer, Technology Team, effective February 25 2022. Reason: Personal. • KELLIE HEGARTY-MURPHY, Physical Therapist, OT/PT Program, effective March 16, 2022. Reason: Personal. • EMILY KATZAMAN, Speech and Language Clinician, Early Intervention Program, effective February 16, 2022. Reason: Personal. • MACKENZIE NEAL, Personal Care Assistant, Multiple Disabilities Support Program, effective February 16, 2022. Reason: Personal. • ERIN NIEDZWIECKI, Certified Occupational Therapist Assistant, OT/PT Program, effective March 11, 2022. Reason: Personal. • JANEY SPEELMAN, Program Secretary, Early Intervention Program, effective February 11, 2022. Reason: Personal.
RECOMMENDED FOR EMPLOYMENT OR CONTRACT	<ul style="list-style-type: none"> • JOSEPHINE ARENA, Paraeducator, effective date to be determined. Assignment: 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. • KIMBERLY CICERO, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Student Services Team with base salary of HS, \$24,182.25 + \$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. • HEATHER HANEY, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, 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 new position funded through the Autism Support budget.

- **BILLI LAWRENCE**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional/LPN, Student Services Team with base salary of HS, \$24,182.25 + \$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 Nurse's budget.
- **SHANE MURPHY**, Paraeducator, effective date to be determined. Assignment: Personal Care Assistant, Capital Area Mental-health 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 new position funded through the Capital Area Mental-health budget.
- **HALLE REISINGER**, Paraeducator, effective date to be determined. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, \$24,182.25 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

- **LAURA HILE**, Educational Paraprofessional, from active to inactive status due to failure to complete new hire requirements and respond to communications.
- **KELLY MYERS**, Social Worker, ANPS Program, from part-time to full-time status, effective February 21, 2022 – June 3, 2022.

LEAVES OF ABSENCE

- **AMY COOK**, Occupational Therapist, Early Intervention Program, uncompensated leave of absence beginning June 3, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **KELLY EVANS**, School Counselor, ANPS Program, child-rearing leave of absence effective May 20, 2022 – May 30, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA).
- **ANDREA KIMMEL**, Speech and Language Clinician, Early Intervention Program, unpaid administrative leave of absence effective February 1, 2022 – February 15, 2022 due to non-compliance with the head start vaccine mandate.
- **HANNAH ROHRS**, Floater Teacher, Student Services Team, child-rearing leave of absence effective May 3, 2022 – May 30, 2022. This leave is in addition to the use of 60 days under the Family Medical Leave Act (FMLA) and is requested in accordance with Article VI of the Collective Bargaining Agreement (CBA)."

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

The CAIU Board of Directors announced the following February 2022 CAIU Retirees: *Dennis Morgan*, District Technology Coordinator, retirement after 8 years of service, *Eric Bostick*, EI Supervisor, retirement after 34 years of service.

CAIU Team Reports

Dr. Andrew McCrea, Director of Student Services, highlighted the All In article on Penn State College of Health and Human Development Alumni Mentoring program. Students have the opportunity to observe their field of interest and gain some long term exposure and experience possibly providing a career pathway to the CAIU or a local district. Thank you for the approval to hire two LPNs which opens up an opportunity to bring up students from the waiting list. Dr. McCrea provided a program update: started contract meetings with the districts to determine needs and staffing. Winter transitions meetings are complete and we will begin spring rounds. There are just under 1000 kids transitioning. EI numbers continue to grow and we are being push to capacity causing us to rethink our current processes. EI was, once again, flat-funded.

Mr. David Martin, Director of Technology Services, reported on the PET&C conference. CAIU provided technical support to over 1800 attendees, vendors, and presenters throughout the conference. We purchased tickets for our member districts to attend. There were many great sessions focused on instructional technology and cyber security. Update on staffing: We are currently interviewing to fill some vacancies. It has been difficult getting staff and higher level support. Currently working on construction quotes for the renovation project at CAIU Enola while meeting ADA requirements. Cybersecurity update: Had a good meeting with superintendents to discuss the importance of cybersecurity. It is expensive to do on your own and we are looking at taking steps to put together a consortium. Will follow up with tech directors to start looking at details for monitoring, checking, and process.

Dr. Thomas Calvecchio, Assistant Executive Director, provided a COVID update: There has been a sharp decline in COVID cases over the last couple weeks. We plan to meet next week to discuss contact tracing and masking. Staffing updates: just concluded interviews for the Marketing and Communication position. We've selected a strong candidate who has accepted the position and will be on the board personnel agenda next month for hire. Provided an update on Emergency Certified Educators. In addition, this spring, we plan to start a podcast with some educators to grow our presence in the area.

Dr. Andria Saia, Executive Director, highlighted the All In! newsletter. It is very exciting to have a number of staff step up to write articles and share their experiences. She highlighted the article *History Untold: Racism in America*, where several staff who attended the 3-day training in Montgomery AL shared their first hand experiences. An enlightening article on *The Pronoun Challenge* and *Cybersecurity* were also written by staff. In addition, Mr. Music continues to teach and entertain the students at Hill Top. CV CAMhP class is a finalist in the PSA Poster for organization Prevent Suicide PA. There were many CAIU staff compliments and several new hires. Opportunities for good article highlighted a Champions for Children fundraiser, Match Madness and CAIU innovation grant opportunity. Dr. Saia also shared her mid-year report on her personal goals. Kudos to Dr. Calvecchio for leading a cross-team effort to look at the overall organization health. The leadership survey closes at the end of February; there will be more data shared next month. The CAIU Leadership team is participating in two book studies this year focused on building trust and coaching potential.

Mr. Daren Moran, Director of Business & Operations, reported that he has been working with our cyber insurance carrier to utilize some of their free tools. Yesterday, he met with the regional business managers. There was great attendance and all shared that they are experiencing similar staffing shortages and started discussing creative strategies to recruit new staff. Renovation project update: we have begun to review the furniture and technology needs for the renovation project. Reported that we still have two custodian vacancies. In March/April, the General Operating Budget will be coming to your Board for approval.

Ms. Rennie Gibson, Board Secretary, reminder that Statement of Financial Interest forms will need to be filed by May 1, 2022 for the year 2021. Please complete the form online or by hard copy and return to the Board Secretary as soon as possible.

Mr. Len Kapp, Supervisor of Operations and Transportation, provided an update on the large remodel project at Enola. The project is moving along pretty much on time. Products have mostly been availability with a slight delay due to some items needing substitutes. We are still shooting for completion in July. Transportation Update: We continue to experience a shortage of drivers and are constantly trying to hire. Unfortunately, there is a wait for students needing transportation. Currently planning for summer and the potential for more classrooms to move in to the Early Learning Center. We'd like to get the other classes in for maximum efficiency for transportation and services provided.

Mrs. Maria Hoover, Director of Educational Services, provided an update on classroom monitors. CAIU submitted an application to PDE in order to provide the required training for Act 91; the application was approved on 2/4/22. The classroom monitor pilot program allows people with 60 college credits or paraprofessionals with at least three years of experience to fill in for teachers as classroom monitors. They are allowed to oversee classrooms but not instruct students, grade assignments, or create work. The program is four hours total and registration opens on Feb 25 and is provided free to our districts. The CAIU will provide participants with a certificate of completion that is then used to get their certificates via TIMS. It is good for one year but it may be expanded. Keystone Academy update: The program provides tools to help 16-18 yr. kids in PA that are at risk or in danger of not graduating. It is a 22-week residential academy that provides extra discipline and support. The program runs from July – June 30 at Indiantown Gap. Next step is to begin the enrollment process. Enrollment capacity is 120 students across the region. Currently, we are working on job descriptions and hiring over the next couple months to open in July. Funding for this program comes from the Youth Department of Defense and the National Guard. We are the educational arm of the program, providing teachers and education. The Board would like to see a presentation on this and more information.

Departing Board Member

At 9:08 a.m., Mr. Richard Bradley departed the meeting.

Executive Director's Report

Dr. Andria Saia, Executive Director, highlighted the All In! newsletter and her mid-year report.

President's Report

Mrs. Jean Rice thanked the Board for their attendance.

Departing Board Members

At 9:30 a.m., Mrs. Barbara Geistwhite departed the meeting.
At 9:34 a.m., Mr. Ford Thompson departed the meeting.
At 9:36 a.m., Mr. Dennis Helm departed the meeting.

Board Member Sharing of Information

- Mr. Pat Shull asked what the IU's position is on recognizing pronouns. Mr. Frankhouser, solicitor, replied that this is a legally protected classification and the employer, as a public entity, can require the look of a signature block going out in a uniform capacity. Viewpoint discrimination decisions should not be permitted.
- Mrs. Judy Crocenzi shared that she recently had an opportunity to visit the nonverbal class at Fishing Creek Elementary School. She reported that the class was very well run and she received a very warm welcome.

Information Items

Several information items were available for the Boards review:

- The Board was invited to participate in a book study of Floyd Cobb and John Krownapple's *Belonging Through a Culture of Dignity* starting **February 23**. An informational flyer was attached.
- State Mandates for public schools and the 2022 checklist.

**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, March 24, 2022, 8:00 a.m., Board Room, CAIU Enola Office.

Adjournment

Mrs. Paula Bussard moved, seconded by Mrs. Judy Crocenzi , “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 9:38 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary