

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

March 24, 2022**MINUTES**

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

REGULAR BOARD MEETING	At 8:02 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	<p>Members in attendance were: Mr. Jesse Biretz, Mrs. Paula Bussard, Mr. Terry Cameron, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson (13)</p> <p>Members not in attendance were: Mr. Richard Bradley, Mr. Scott Campbell, Mr. Brian Carter, Mr. Rodney Wagner, Mr. Micheal Wanner (5)</p> <p>Non-Voting Members in attendance were: Dr. Andria Saia, Executive Director; Ms. Rennie Gibson, Board Secretary; Mr. Daren Moran, Board Treasurer</p> <p>Staff/Public in attendance were: Mr. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mrs. Maria Hoover, Mr. Len Kapp</p>
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	<p>Mr. Patrick Shull moved, seconded by Mrs. Paula Bussard, “that the February 24, 2022 Board Meeting Minutes be approved.”</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>
Board Committee Report	The CAIU Board Negotiations Committee held several meetings by zoom and email; another meeting is scheduled for today.
Treasurer’s Report	Mr. Dennis Helm moved, seconded by Mrs. Judith Crocenzi, “that the following fiscal items be approved:
Treasurer’s Report – February 2022	February 2022 Treasurer’s Report – a total of a total of \$8,912,924.79 in receipts and \$7,842,371.27 in expenses.
Payment of Bills – February 2022	February 2022 Payment of Bills.
Summary of Operations - February 2022	Summary of Operations for February 2022 showing revenues of \$73,088,595.52 and \$59,482,979.33 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

Mr. William Swanson moved, seconded by Mr. Patrick Shull, “that the following Budget Administration items be approved:

Proposed 2021-22 Revised Budgets

The following Proposed 2021-22 Revised Budgets:

- ACT 89 Nonpublic Schools
- English as a Second Language (ESL)
- ANPS Title I

Proposed 2021-22 Original Budget - Statewide System of Support

Proposed 2021-22 Original Budget - Statewide System of Support.”

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

Mr. Jesse Biretz moved, seconded by Mr. Dennis Helm, “that the following Other Business Items be approved:

Contracts – March 2022

Contracts – March 2022.”

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 Mr. William Swanson, “that the following Policies & Programs be approved:

Proposed 2022-23 CAIU 12-month Employee Calendar

Proposed 2022-23 CAIU 12-month Employee Calendar.”

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. Jesse Biretz, “that the following Job Description be approved:

Second Reading, Existing Position, Revised Description - Program Assistant - Accounting

Second Reading, Existing Position, Revised Description - Program Assistant – Accounting

First Reading, New Description, New Position - Teacher - Keystone State Challenge Academy

First Reading, New Description, New Position - Teacher - Keystone State Challenge Academy

First Reading, Existing
Position, New
Description – Account
II

First Reading, Existing Position, New Description – Account II.”

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

Personnel Items

Mr. Patrick Shull moved, seconded by Mr. William Swanson, “that the following Personnel Items be approved:

RESIGNATIONS

- **SUSAN BRUSSESE**, Educational Paraprofessional, Early Intervention Program, effective June 3, 2022. Reason: Retirement after more than 20 years of continuous CAIU service.
- **COREY GELBAUGH**, Application Architect, Technology Team, effective March 11, 2022. Reason: Personal.
- **LAUREN GIBSON**, Educational Paraprofessional, Early Intervention Program, effective February 24, 2022. Reason: Personal.
- **ANNE HARTZFELD**, Remedial Specialist, ANPS Program, effective June 8, 2022. Reason: Retirement after more than 8 years of continuous CAIU service.
- **AMANDA HUMMEL**, Personal Care Assistant, Autism Support Program, effective February 18, 2022. Reason: Personal.
- **DENISE KRAMER**, Teacher, Hospital Program, effective June 7, 2022. Reason: Retirement after 38 years of continuous CAIU service.
- **ALANNA MCMULLAN**, Educational Consultant, Training and Consultation Program, effective March 25, 2022. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT

- **EMILY CORCHADO**, Program Assistant, Administrative Team - Business, effective March 28, 2022. Base salary of \$39,855.64 for 260 days of service will be prorated for a total of 68 days through June 30, 2022. This is a replacement position funded through the General Operating budget.
- **JULIE FEISTER**, Paraeducator, effective March 14, 2022. Assignment: Educational Paraprofessional, Diagnostic Program with base salary of HS+48, \$26,205.75 for 190 days of service will be prorated for a total of 60 days with additional new hire days as required. This is a replacement position funded through the Diagnostic budget.
- **LAUREN GROSS**, Marketing and Communications Specialist, Administrative Team, effective March 14, 2022. Base salary of \$ 63,947.57 for 260 days of service will be prorated for a total of 78 days through June 20, 2022. This is a replacement position funded through the Communications budget.
- **LEVI HAYES**, Network Systems Engineer, Technology Team, effective March 21, 2022. Base salary of \$64,191.97 for 260 days of service will be prorated for a total of 73 days through June 30, 2022. This is a replacement position funded through the Network Services budget.
- **KIRBY HOKE**, Custodian, Administrative Team - Operations, effective March 9, 2022. Base salary of \$26,174.50 for 260 days of service will be prorated for a total of 81 days through June 30, 2022. This is a new position funded through the General Operating budget.
- **COURTNEY NOSS**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$34,934.76 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 MAWA budget.

- **AMBER POITAN**, Part-time Paraeducator, effective date to be determined. Assignment: Floater Educational Paraprofessional, Student Services Team 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 Floater budget.
- **SHAWN SAUNDERS**, Human Resources Generalist, Administrative Team – Human Resources, effective date to be determined. Base salary of \$56,653.67 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.
- **TIFFANY STONE**, Program Secretary, Early Intervention Program, effective date to be determined. Base salary of \$34,934.76 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 MAWA budget.
- **REBEKAH TSCHOPP**, Temporary Professional, effective for the 2022-2023 school year. Assignment: Teacher, Emotional Support 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 the Emotional Support budget.
- **ANNAMAE WALKER**, Professional, effective date to be determined until December 16, 2022. Assignment: Long Term Substitute Occupational Therapist, OT/PT 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 OT/PT budget.

CHANGES OF STATUS

- **KEISHA CREE**, from Program Assistant to Online Learning Support Specialist, CAOLA Program, effective March 7, 2022. Change of status results in a change of salary to \$51,332.27 for 260 days of service and will be prorated for a total of 83 days through June 30, 2022.
- **LINDA JOHNS**, Occupational Therapist, OT/PT Program, from part-time to full-time status, effective March 14, 2022.
- **STEFAN MOYER**, from Systems Administrator to Network Systems Engineer, Technology Team, effective March 2, 2022. Change of status results in a change of salary to \$64,191.97 for 260 days of service and will be prorated based on the number of days worked through June 30, 2022.
- **ERIN NIEDZWIECKI**, from inactive to active status due to the rescinding of resignation. Change from a Certified Occupational Therapist Assistant, OT/PT Program to a Teacher, Multiple Disabilities Support Program, effective upon receipt of emergency permit. This change of status results in a change of salary to \$49,612 which is based on a Bachelors, Step 1 placement on the current salary scale. This is for 190 days of service will be prorated based on the number of hours/days worked.

LEAVES OF ABSENCE

- **CARLY JARVIS**, Certified Occupational Therapist Assistant, OT/PT Program, child-rearing leave of absence effective April 11, 2022 – June 2, 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

Keystone State Challenge Academy

Keystone State Challenge Academy. Brandon Carter, Special Projects Supervisor, provided an overview of the Keystone State Challenge Academy (KSCA) that will be opening July 2022. This program is 22-week national program offered to students that are 16 to 18 years of age, reside in PA and are in danger of not completing high school or interested in obtaining a GED. The Academy provides a means to achieve the self-discipline, education and life skills necessary to succeed as a productive citizen.

It is a voluntary program, tuition free, and students earn a minimum of 40 community service hours. It is located at Fort Indiantown Gap. There is no military obligation.

There are three Phases of KSCA: 1)Acclimation – 2-week evaluation period; 2)Academic – 22 week period focused on personal growth, eight core components, and academic success; 3)Post- Residential – 12 months follow-up plan guided by a mentor.

Shana Montgomery, Chief Instructional Officer, provided additional details about the program. It is still in the developmental stage. Seven students have already been accepted with an additional 19 applicants. 120 is the max attendance. Applications can be found on the website and counselors can assist parents in filling it out. Please help spread the word. We are currently looking for FT teachers and other positions. Click [HERE](#) for Keystone State Challenge Academy website.

CAIU Strategic Plan Quarter 3 Update

Dr. Tom Calvecchio provided a high level overview and update of the CAIU's Strategic Plan. He reviewed the vision, mission, six core values and four strategic priorities. Dr. Calvecchio provided a brief quarter three update on each of the four goal areas. Dr. Saia provided more detail of the dignity and belonging work that the CAIU is engaged in. There has been a lot of forward momentum creating a culture of dignity and belonging for all. Three book studies are underway and we hope to continue with these through the fall to ensure all staff get the opportunity to participate. There are some building level team trainings planned on June 22 and 23 to help identify what the work will look like in the school buildings. On June 27, a Belonging and Dignity Summit is planned to continue the work of developing our organizational plan per our Board policy. Members from every team are joining this planning group. Thank you to the Board for supporting this work.

Announcement of CAIU Retirees

There were no March CAIU Retirees.

CAIU Team Reports

Dr. Andrew McCrea, Director of Student Services, provided a staffing update: Student Services staff have really come together in support of one another. Shout out to the Loysville staff who demonstrated support of one of their fellow teachers whose son wrestles for West Perry SD and took 2nd at the State Championship. We have been down two Early Intervention secretaries for several months. Student services secretaries have worked with their supervisors to provide the needed support to keep the work moving forward. These two vacancies were approved today and the new staff will start on Monday. Contract meetings with the Special Ed Directors are completed and we will start looking at staffing needs accordingly. Recently attended the Special Education Conference held at Hershey. It was nice to get back to some normalcy and attend sessions unrelated to Covid.

Mr. David Martin, Director of Technology Services, reported that two technology job vacancies have been filled. We are currently working to bring on more tech interns for next year. We have had a lot of success with our interns. Please see the letter of appreciation from one of our previous interns under information items. We will be meeting with the Chief Information Officer next week to talk about how to align a Cyber security plan statewide. We are putting in a podcast room at the IU. Reminder to the school districts to place their computer orders for next year as soon as possible as there is a shortage resulting in shipping delays.

Dr. Thomas Calvecchio, Assistant Executive Director, provided a Covid update: we have had no Covid cases for the last three weeks. Staffing update: The marketing and communication position has been filled by Lauren Gross. Dr. Calvecchio gave a shout out to staff, especially our classroom staff. He has been making classroom visits each month and will be attending Loysville graduation on June 3. Our podcast initiative aligns nicely with our strategic plan to get the word out about who we are and our core values, mission, and vision.

Dr. Andria Saia, Executive Director, highlighted the All In! newsletter. She highlighted the Early Learning Center reading event and the \$5000 in donations that were raised for the Imagination Library. Dr. Saia reported that we are trying to expand our intern program and are working on a pipeline program for students to get paid internships at our Early Learning Center. We currently have an intern program with Messiah College for teacher interns at Hill Top Academy. We need to grow regionally. We are also looking to grow our own and create an education pathway to help and encourage our existing staff to get teacher certifications. We are experiencing a troubling teacher shortage.

Mr. Daren Moran, Director of Business & Operations, reported on the 2022-2023 General Operating Budget: 17 out of 24 school districts have voted and approved the budget and we have met approval with just the weighted votes. The Auditor General recently announced that the Department of Education will now be doing the local audits due to the shortage in auditors (only have 42 auditors). Staffing Update: we are now fully staffed in our custodial department. In addition, we just approved a full-time person for the accounting position.

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. In addition, the CAIU Annual Board Member ballots for a new three year term will be sent out to the school districts for voting in early April.

Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we continue to be busy with the Enola building remodeling project. We are a little off schedule due to a delay in getting township permissions. We have begun to do outdoor maintenance and planning for summer classroom moves including the Early Learning Center.

Mrs. Maria Hoover, Director of Educational Services, reported that last week CAOLA has gained access and will represent PA in the Learning Leadership Alliance, a national organization. This opens up opportunities for CAOLA to work and collaborate on a national level. CAOLA's large conference (CAOLAcon) is next week. A full review CAOLA's curriculum is attached to the Board agenda. The Learning and Growing summit and Belonging Summit are coming up soon. In addition, we are working on a Leadership Series to support new administrators. There is a great need for executive leadership coaching with so much turnover.

Departing Board Members

Mr. Dennis Helm departed the Board meeting at 8:43 a.m.
Mr. Terry Cameron departed the Board meeting at 8:46 a.m.
Mr. Ford Thompson departed the Board meeting at 8:50 a.m.
Mrs. Barbara Geistwhite departed the Board meeting at 9:09 a.m.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared some highlights from the All In! newsletter in her team report.

President's Report

Mrs. Jean Rice reported that the evaluation form for the Executive Director has been distributed and are due by April 15, 2022 to the Board secretary. A summary of the evaluation will be discussed next month and will meet with Dr. Saia in May.

Board Member Sharing of Information

- The Board shared their appreciation for the CAIU 50th anniversary, amazing educator mugs, coffee, and sticker that was given to them in celebration.
- Mrs. Emily Hoffman reported that she agrees with CAIU's decisions regarding masking and contract tracing. Dr. Saia stated that we strive to stay consistent in following CDCs recommendations.

Information Items

An appreciation letter from a previous intern and CAIU staff member was available for the Board's review.

**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, April 28, 2022, 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 9:18 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary