

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

### April 28, 2022 MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, April 28, 2022, at the Capital Area Intermediate Unit at the Enola Office.

<b>REGULAR BOARD MEETING</b>	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.
<b>EXECUTIVE SESSION</b>	At 8:02 a.m., the Board entered into an Executive Session to discuss Personnel and Negotiation matters.
<b>REGULAR BOARD MEETING</b>	At 9:03 a.m., the Board reconvened the Regular Meeting of the Capital Area Intermediate Unit Board of Directors.
<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. Richard Bradley, Mrs. Paula Bussard, Mr. Terry Cameron, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mrs. Emily Hoffman, Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. Patrick Shull, Mr. William Swanson, Mr. Ford Thompson, Mr. Rodney Wagner (12)</p> <p><b><u>Members not in attendance were:</u></b> Mr. Jesse Biretz, Mr. Scott Campbell, Mr. Brian Carter, Mrs. Judy Crocenzi, Mr. Dennis Helm, Mr. Micheal Wanner (6)</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. David Martin, Dr. Thomas Calvecchio, Dr. Andrew McCrea, Mrs. Maria Hoover</p>
<b>Recognition of the Public: Items Specific to the Agenda</b>	The Board welcomed all public attendees.
<b>Public Comment</b>	There were no public comments.
<b>Approval of Minutes</b>	<p><b>Mrs. Paula Bussard moved, seconded by Mrs. Barbara Geistwhite,</b> “that the March 24, 2022 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>	The CAIU Board Executive Directors Evaluation Committee met yesterday to review the summary of evaluations.
<b>Treasurer’s Report</b>	<b>Mr. Ford Thompson moved, seconded by Mr. William Swanson,</b> “that the following fiscal items be approved:
Treasurer's Report – March 2022	March 2022 Treasurer’s Report – a total of \$10,344,243.20 in receipts and \$11,751,772.10 in expenses.

Payment of Bills – March 2022	March 2022 Payment of Bills.
Summary of Operations - March 2022	Summary of Operations for March 2022 showing revenues of \$82,884,296.52 and \$69,959,440.57 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>Mrs. Paula Bussard moved, seconded by Mr. William Swanson,</b> “that the following Budget Administration items be approved:
Proposed 2020-21 Revised Budget - ESSERS Grant Cares Act	Proposed 2020-21 Revised Budget - ESSERS Grant Cares Act
Proposed 2021-22 Revised Budgets	The following Proposed 2021-22 Revised Budgets: <ul style="list-style-type: none"> <li>➤ 2021-22 Revised Budget - CAMhP</li> <li>➤ 2021-22 Revised Budget - Comprehensive Planning</li> <li>➤ 2021-22 Revised Budget - Diakon</li> <li>➤ 2021-22 Revised Budget - IDEA Section 611 - School Age</li> <li>➤ 2021-22 Revised Budget - LYDC State</li> <li>➤ 2021-22 Revised Budget - LYDC Title ID</li> <li>➤ 2021-22 Revised Budget - Online Learning Association</li> <li>➤ 2021-22 Revised Budget - Professional Services</li> <li>➤ 2021-22 Revised Budget - Technology Entrepreneurial</li> <li>➤ 2021-22 Revised Budget - Transportation</li> </ul>
Proposed 2021-22 Original Budget - Safe Schools Grant	Proposed 2021-22 Original Budget - Safe Schools Grant.”
	<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 – April 2022	<b>Mr. William Swanson moved, seconded by Mrs. Barbara Geistwhite</b> “that the April 2022 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>
<b>Policies &amp; Programs</b>	<b>Mr. Rodney Wagner moved, seconded Ms. Alyssa Eichelberger,</b> “that the following Policies & Programs be approved:

First Reading New Policy #309.1 - Flexwork

2022-23 Student Services Master Calendar

Approval of 2021-22 Student Services Calendar Revisions

Approval of 2022–23 Educational Services Consultant 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. Rodney Wagner moved, seconded by Mr. Richard Bradley,** “that the following Job Descriptions be approved:

Second Reading, Existing Position, New Description – Accountant II

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

First Reading, Existing Position, New Description - Building & Trades Teacher.”

**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. Rodney Wagner moved, seconded by Mrs. Barbara Geistwhite,** “that the following Personnel Items be approved:

#### Resignations

- **IRMA BAUGHMAN**, HR Manager, Administrative Team – HR Program, effective April 8, 2022. Reason: Personal.
- **KRISTEN DIECK**, Teacher, ESL Program, effective June 3, 2022. Reason: Personal.
- **MELISSA LYON**, Speech and Language Clinician, School-Age Speech Program, effective June 7, 2022. Reason: Retirement after 19 years of continuous CAIU service.
- **R. SCOTT MOYER**, Teacher, Loysville Youth Development Center, effective June 9, 2022. Reason: Retirement after 12 years of continuous CAIU service.
- **JAMES PEAKE**, Inclusion Consultant, Early Intervention Program, effective August 22, 2022. Reason: Retirement after 38 years of continuous CAIU service.
- **ERIC SCHNECK**, PowerSchool Support Administrator, Technology Team, effective May 4, 2022. Reason: Personal.
- **BETTINA SEIDEL**, School Nurse, Health Services Program, effective June 30, 2022. Reason: Retirement after 27 years of continuous CAIU service.

RECOMMENDED  
FOR EMPLOYMENT  
OR CONTRACT

- **KEITH STRICKLER**, Teacher, Loysville Youth Development Center, effective June 9, 2022. Reason: Retirement after 12 years of continuous CAIU service.
- **DEBRA VANDLING**, Teacher, Center Point Program, effective June 6, 2022. Reason: Retirement after 19 years of continuous CAIU service.
- **CAITLYN ALBERT**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention 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 MAWA budget.
- **NATALIE BORNE**, Paraeducator, effective date to be determined until July 27, 2022. Assignment: Long Term Substitute Floater Educational Paraprofessional, Early Intervention 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 MAWA budget.
- **KALEY GERHARDS**, 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.
- **ANDREW LINGENFELTER**, Technology Support Specialist, Technology Team, effective date to be determined. Base salary of \$42,200 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 General Operating budget.
- **AMANDA MAULFAIR**, Professional, effective for the 2022-2023 school year. Assignment: Educational Consultant, Pupil Services Program with base salary will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters+30, Step 14 placement on the 2022-2023 salary scale. This is for 190 days of service and 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 Pupil Services budget.
- **MEIKE SWANSON**, Professional, effective April 29, 2022. Assignment: Physical Therapist, OT/PT Program with base salary of Masters+60/PhD, Step 15, \$79,691 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.
- **NICOLE WILLI**, Temporary Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention 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 MAWA budget.
- **BLAKE WISE**, Human Resources Manager, Administrative Team – Human Resources, effective date to be determined. Base salary of \$113,105.38 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.
- **MARCUS WOODALL**, Technology Support Specialist, Technology Team, effective date to be determined. Base salary of \$42,200 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 General Operating budget.
- **KAITLIN SWISHER**, from Program Assistant to Payroll and Data Coordinator, Administrative Team – Human Resources, effective April 1, 2022. Change of status results in a change of salary to \$44,133.41 for 260 days of service and will be prorated for a total of 64 days through June 30, 2022.

CHANGES OF  
STATUS

- LEAVE OF ABSENCE • **LAUREN ROYER**, Psychologist, Student Services Team, leave of absence effective March 30, 2022 – May 15, 2022. Leave 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

There were no April CAIU Retirees.

CAIU Team Reports

**Dr. Andrew McCrea, Director of Student Services**, highlighted the All In article on Autism Acceptance Month and Occupational Therapy month. Staffing update: filling vacancies continues to be an issue and we are struggling to meet the increase needs of our students. Program update: wrapping up the 2021-22 school year and have been planning for graduation and summer programming. We will send out the invites and graduation dates.

**Mr. David Martin, Director of Technology Services**, reported that we continue to experience delays with receiving computers orders. They are out of stock and on back order and we are experiencing shipping issues. Discussed our retention policy and the suggested length of time to keep emails. Emails are becoming a hot topic again. Attached digital documents have increased and are large files. We are recommending 3 years for retention of emails. CAIU offers a consortium model for an email archiver system. In addition, we are looking at a consortium model for a network monitor compliance system

**Dr. Thomas Calvecchio, Assistant Executive Director**, shared information that was sent out across the state about the winners of the 2022 Prevent Suicide PA PSA Contest for Youth Suicide Prevention contest. CAIU Mental Health Program students won first prize. Shannon Wonders, an Educational Consultant with the Capital Area Intermediate Unit, is on a media tour, talking about Autism Acceptance Month and the CAIU. Shannon was on last Thursday’s Smart Talk podcast, as well as yesterday, on Good Day PA. May is Mental Health Awareness Month. At CAIU, we will be sending periodic information to CAIU staff with facts, lesson plans, and articles to raise awareness. In addition, all are invited to wear a green ribbon to show support. Green Apple Podcast: We are scheduled to record our first three podcasts tomorrow. First three topics include: Our why, Stress management in the world of education, Summer Routines and things to do in the Capital Area this summer (for kids).

**Dr. Andria Saia, Executive Director, Dr. Andria Saia, Executive Director**, took a moment to share her gratitude for her Executive Assistant and Board Secretary in celebration of Administrative Professionals Day. She highlighted the All In! newsletter and gave a shout out to Lauren Gross, our new Marketing and Communication Specialist, for the new flip design for viewing the newsletter. The main article is on Autism Acceptance month written by Kelly Custer. In addition, she highlighted the Noteworthy article on Occupational Therapist month and the new waiting area that will be designed specifically for OT parents and kids to include fun sensory and open play activities. A CAIU and CAOLA social media report was included in the newsletter. Social media has become an important and effective way for us to communicate.

The last page includes information regarding Dolly Parton’s Imagination Library. In addition, please take a look at the appreciation letter under information items regarding our Rapid Response Team. The CAIU is currently undergoing major construction on our conference and lobby spaces. In the upcoming months, work will begin on our middle lobby and Board room affecting our June and July Board meetings. We plan to change the location of our June Board meeting to the Capital Area Learning Center. In addition, since the CAIU Board Reorganization meeting is now held in June, we are proposing to cancel our July meeting.

**Mr. Daren Moran, Director of Business & Operations**, provided a building update on Len Kapp's behalf. Len has been very busy working on several CAIU construction projects. Budget update: The business team is knee deep in prepping for the 2022-23 budget process. Yesterday the CASBO group met and the Deputy Auditor General was present to provide an update on funding sources, charter reform, advocacy and the changes related to school audits.

**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 were sent out to the school districts for voting. Ballots are due by June 10.

**Bob Frankhouser, Solicitor**, shared that effective 12/31/22 he will be retiring from practicing law. He shared his love and appreciation for what he does and the people he works with. He suggests that the CAIU put out a request of proposal for services this fall and is happy to help assist.

**Mrs. Maria Hoover, Director of Educational Services**, reported on the upcoming Learning and Growing Summit on June 21, 2022. Mrs. Hoover shared the Regional Media and Design Competition results and the winners of the virtual K'Nex STEM Challenge where students designed a transportation system. Other upcoming events: there will be an Equity Summit held in June and a Leadership Series to support new administrators such as principals, assistant principals, and district administrators.

#### **Departing Board Members**

At 9:25am Mr. Richard Bradley departed the Board meeting.  
At 9:29am Mr. Ford Thompson departed the Board meeting.

#### **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 thanked the Board for their attendance.

#### **Board Member Sharing of Information**

- Mrs. Barbara Geistwhite shared that her daughter just got her Master's Degree in Trauma and is working on writing a new curriculum for interviewing differently specific to high functioning autism. Moving from autism awareness to acceptance is exciting.
- Mrs. Paula Bussard shared that each CAIU Board member can help the rest of our school board members and the community to understand the CAIU better by sharing the All In newsletter.

#### **Information Items**

The following information items were available for the Board's review:

- Arts in Education article
- Appreciation letter for the Rapid Response Team

#### **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, May 26, 2022, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Paula Bussard moved, seconded by Ms. Alyssa Eichelberger, “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 9:51 a.m., the meeting adjourned.

Rennie Gibson,  
Board Secretary