

CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street
Enola, PA 17025

May 26, 2022**MINUTES**

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, May 26, 2022, 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.
- EXECUTIVE SESSION** At 8:00 a.m., the Board entered into an Executive Session to discuss Negotiation matters.
- REGULAR BOARD MEETING** At 8:20 a.m., the Board reconvened the Regular Meeting of the Capital Area Intermediate Unit Board of Directors.
- 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, Mrs. Paula Bussard, Mr. Scott Campbell, Mr. Terry Cameron, Mrs. Judy Crocenzi, Ms. Alyssa Eichelberger, Mrs. Barbara Geistwhite, Mr. Dennis Helm, Mrs. Emily Hoffman, Mr. Jason Miller (voted in during Regular Meeting), Mrs. Jean Rice, Ms. Ericka Schmidt, Mr. William Swanson, Mr. Ford Thompson, Mr. Rodney Wagner (15)
Members not in attendance were: Mr. Richard Bradley, Mr. Brian Carter, Mr. Patrick Shull, 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, Mr. Blake Wise, Mr. Len Kapp, Ms. Michelle Sholder
- 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** **Mr. Ford Thompson moved, seconded by Mrs. Barbara Geistwhite,** “that the April 28, 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** The CAIU Board Nominating Committee asked for interest/nominations for serving as board president and vice president as June is our annual reorganization meeting. Anyone interested, please reach out to any committee member, Alyssa Eichelberger, Richard Bradley, or Judy Crocenzi. Jean Rice, President, and Judy Crocenzi, Vice President, are willing to continue serving.
- Treasurer’s Report** **Mr. William Swanson moved, seconded by Mrs. Barbara Geistwhite,** “that the following fiscal items be approved:

Treasurer's Report – April 2022 April 2022 Treasurer's Report – a total of \$18,052,225.44 in receipts and \$10,059,241.88 in expenses.

Payment of Bills – April 2022 April 2022 Payment of Bills.

Summary of Operations - April 2022 Summary of Operations for April 2022 showing revenues of \$100,484,329.10 and \$81,719,186.28 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. Dennis Helm moved, seconded by Mrs. Judy Crocenzi, “that the following Budget Administration items be approved:

Proposed 2021-22 Revised Budgets

The following Proposed 2021-22 Revised Budgets:

- Title III, Part A - English Language Acquisition
- Administrative Time Study (ATS)
- Cafeteria Services
- EI ACCESS
- ELECT
- Hospital Partial Program
- ICP
- IDEA Section 611 EI
- IDEA Section 619 EI
- School Age ACCESS
- State EI
- Student Services
- Title III, Part A, English Language Acquisition
- Title I, Part D - Neglected & Delinquent Subpart 2

Proposed 2021-22 Original Budget - Title I, Part A, Improving Basic Programs

Proposed 2021-22 Original Budget - Title I, Part A, Improving Basic Programs.”

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

Mr. William Swanson moved, seconded by Mr. Ford Thompson, “that the following Other Fiscal Matters be approved.”

2021-22 Audit Engagement Letter for Brown, Shultz Sheridan and Frtiz.”

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

Other Business Items	Mr. William Swanson moved, seconded by Mrs. Paula Bussard, “that the following Other Business Items be approved:
Contracts – May 2022	Contracts – May 2022
Appointment of CAIU Solicitor/General Legal Counsel/Hourly Rate	Appointment of Barley Snyder as the CAIU solicitor for the period of July 1, 2022 through December 31, 2022 at the current blended rate of \$200 per hour. In the Fall the CAIU will do a request for proposal for legal services with the goal of naming a new solicitor at the November meeting with the anticipated engagement starting on January 1, 2023.
Proposed 2022-23 CAIU Board Meeting Dates	Approval of the Proposed 2022-23 Board Meeting dates. Capital Area Intermediate Unit Regular meetings are either held in person in the Board Room of our Enola Office Center, 55 Miller Street, Enola, PA, 17025. Time of Meetings: 8:00 a.m.
	July 28, 2022
	August 25, 2022
	September 22, 2022
	October 27, 2022
	November 17, 2022
	December 15, 2022
	January 26, 2023
	February 23, 2023
	March 23, 2023
	April 27, 2023
	May 25, 2023
	June 22, 2023 <i>Reorganization Meeting</i>
Appointment of New Board Member	Appointment of new CAIU Board Member, Jason Miller, Millersburg Area School District, to fill an unexpired term from 5/26/22 - 6/30/24.”
	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. Rodney Wagner moved, seconded Ms. Erika Schmidt, “that the following Policies & Programs be approved:
Proposed 2022-23 Special Education Plan	Proposed 2022-23 Special Education Plan
2022-23 Keystone State Challenge Academy Calendar	2022-23 Keystone State Challenge Academy Calendar

Second Reading, New Policy #309.1 - Flexwork	Second Reading, New Policy #309.1 - Flexwork
First Reading, Revised Policy #220 - Student Expression & Attachment	First Reading, Revised Policy #220 - Student Expression & Attachment
First Reading, Revised Policy #227 - Controlled Substance	First Reading, Revised Policy #227 - Controlled Substance
Proposed 2022-23 Cafeteria Rates	Approval of the following Proposed 2022-23 Cafeteria Rates: Milk for students/adults: \$.65 Lunch (K-12): No Cost - Community Eligibility Program Lunch, Adult: \$4.25 Breakfast (K-12): No Cost - Community Eligibility Program Breakfast, Adult: \$2.45.”
	Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.
Job Descriptions	Mrs. Barbara Geistwhite moved, seconded by Mr. Dennis Helm, “that the following Job Descriptions be approved:
Second Reading, Existing Position, New Description - Building & Trades Teacher	Second Reading, Existing Position, New Description - Building & Trades Teacher
First Reading, Existing Position, Revised Description - Administrative Services Secretary	First Reading, Existing Position, Revised Description - Administrative Services Secretary
First Reading, Existing Position, Revised Description - Remedial Specialist	First Reading, Existing Position, Revised Description - Remedial Specialist.”
	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. Paula Bussard, “that the following Personnel Items be approved:
Resignations	EMILY BENNETT , Cafeteria Worker, Student Services Team, effective May 13 2022. Reason: Personal. ELIZABETH CAPPELLO , Special Projects Coordinator, Educational Services Team, effective May 13, 2022. Reason: Personal. ANDREA KIMMEL , Speech and Language Clinician, Early Intervention Program, effective June 30, 2022. Reason: Personal. PATRICIA MERRILL , Inclusion Consultant, Early Intervention Program, effective September 9, 2022. Reason: Retirement after 14 years of continuous CAIU service.

SHAWN SAUNDERS, HR Generalist, Administrative Team – HR Program, effective May 5, 2022. Reason: Personal.

JENNIFER SUMSKI, Floater Teacher, Student Services Team, effective August 4, 2022. Reason: Personal.

ALYSSA WERTZ, Certified Occupational Therapist Assistant, OT/PT Program, effective June 3, 2022. Reason: Personal.

RECOMMENDED
FOR EMPLOYMENT
OR CONTRACT

THOMAS BAGGIO, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.

CASEY CAPPELLO, Professional, effective for the 2022-2023 school year. Assignment: Educational Consultant, Training and Consultation Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters, Step 8 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 Training and Consultation budget.

VICKI KEENER, Temporary Professional, effective date to be determined. Assignment: Teacher, Keystone State Challenge Academy with base salary of Masters, Step 8, \$59,653 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 Keystone State Challenge Academy budget.

RYAN MORAN, Program Assistant, CAOLA Program, effective date to be determined. Base salary of \$44,285.12 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 CAOLA budget.

CHELSE MOSS, Professional, effective date to be determined. Assignment: Speech and Language Clinician, Early Intervention Program with base salary of Masters, Step 9, \$61,360 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.

ERIN ROSE, Paraeducator, effective date to be determined. Assignment: Mental Health Worker, Center Point Program with base salary of MHW Bachelors, Step 10, \$43,824 for 190 days of service with additional new hire days as required. This is a replacement position funded through the Center Point budget.

EVAN TOTH, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.

STEVEN TRACEY, Intern, Technology Team, effective date to be determined until July 27, 2023. Hourly rate will be \$14.00. This is a temporary intern position funded through the General Operating budget.

NICOLE YOUNG, Professional, effective date to be determined. Assignment: Occupational Therapist, OT/PT Program with base salary that will be determined with the negotiation of the Collective Bargaining Agreement (CBA). Salary will be based on a Masters, Step 6 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 OT/PT budget.

CHANGES OF
STATUS

HALEY BURKHOLDER, from an Accountant to an Account II, Administrative Team – Business, effective May 26, 2022. Change of status results in a change of salary to \$63,667.80 for 260 days of service and will be prorated for a total of 26 days through June 30, 2022.

EMILY CORCHADO, from a Program Assistant to a Program Coordinator, Administrative Team – Business, effective May 26, 2022. Change of status results in a change of salary to \$41,704.05 for 260 days of service and will be prorated for a total of 26 days through June 30, 2022.

CHANGES OF SALARY

DANIEL CONWAY, Software Engineer, Technology Team, effective February 28, 2022 – October 1, 2022. Payment of \$750 per pay stipend is due to filling a supervisory role in the Application Development Program and will be in place until the Technology Team has an updated structure.

JACKIE HORST, Custodian, Administration Team – Operation, effective date should be retroactive to her start date of October 25, 2021. Change of salary to \$26,174.50 due to an error in calculation of starting salary at the time of hire.

DAWN SAGER, Assistant Business Manager, Administration Team – Business, effective April 1, 2022 – July 31, 2022. Payment of \$750 per month stipend is due to temporary payroll supervision and support.

LEAVE OF ABSENCE

LAURA SPANGENBERG, Inclusion Consultant, Early Intervention Program, sabbatical for restoration of health effective June 1, 2022 – November 30, 2022. Leave is in accordance with and provided for under the PA School Code.”

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

Collective Bargaining Agreement – 7/1/22 – 6/30/25

Mrs. Paula Bussard moved, seconded Mrs. Barbara Geistwhite, “that the Collective Bargaining Agreement for the terms of July 1, 2022 – June 30, 2025 be approved.”

Motion passed with a roll call vote: Mr. Jesse Biretz, yes; Mrs. Paula Bussard, yes; Mr. Scott Campbell, yes; Mr. Terry Cameron, yes; Mrs. Judy Crocenzi, yes; Ms. Alyssa Eichelberger, yes; Mrs. Barbara Geistwhite, yes; Mr. Dennis Helm, yes; Mrs. Emily Hoffman, yes; Mr. Jason Miller, yes; Mrs. Jean Rice, yes; Ms. Ericka Schmidt, yes; Mr. William Swanson, yes; Mr. Ford Thompson, yes; Mr. Rodney Wagner, yes.

Reports & Updates

Announcement of CAIU Retirees

There were no May CAIU retirees.

CAIU Team Reports

Dr. Andrew McCrea, Director of Student Services, highlighted the All In article on page 8 about Nolan Deitrich, a first grader with a visual impairment who was able to participate in an Easter Egg Hunt thanks to locator beepers placed in the eggs. He also highlighted the article on Better Hearing and Speech Month which spoke about the importance of empowering students and families to be a part of the process resulting in better outcomes for all. It is graduation season! Hill Top Academy’s graduation was last evening. Thanks to Kathleen Horner and Jaime Royer for coordinating all of the details; they did a great job giving families and students the same experience as a school district graduation. Project Search graduation will be held tonight. Loysville students graduate next Friday. In addition, we are in the finishing stages of planning for summer programming in early intervention and school age. We’ve added summer programming at Diakon and Loysville this year, as well. We are also preparing for next school year and have many vacancies to fill.

Mr. Len Kapp, provided an update on the progress of the Enola building remodel. We have passed the majority of delays (permits) and hope to be able to hold the August Board meeting in the new remodeled space. We anticipate the total project to be complete by August or early September. Len provided an operations report: this is a busy time of year with summer classroom moves. We will be consolidating the Delbrook and Willow Mill classrooms into the Capital Early Learning Center to fill that building out by the middle of August.

Mr. Blake Wise, new HR manager, introduced himself and shared that he is excited to be here and has had a very positive start. He is working with a great team and is currently looking to fill one vacancy on his team. He brings 15+ years of human resource manager and strategic planning experience. Building team efficiencies, staff retention and filling vacancies are his focus right now.

Mr. David Martin, Director of Technology Services, provided an update on the eSignature solution that was implemented. Over 7000 documents were signed using eSignature in the phase one roll out. We will be rolling out Phase 2. We are working on negotiating rates with some of the vendors. Additionally, we are working with Multi-State Information Sharing and Analysis Center (MS-ISAC) to develop a SOC – Security Operations Center. They have commented about the volume of work we do and our shared capacity. Collaborating and sharing services allows us to save on costs and creates more effective teams. Thank you to the Board for your support over the years! We have just finished interviews for our technology interns and selected four paid interns that will be working with us. Our intern program has been very successful. We even follow up with them after they leave on their post-secondary experiences and successes. Currently there are two open positions on our application development team. We have been using a contractor until we are able to fill these positions.

Dr. Thomas Calvecchio, Assistant Executive Director, shared that he attended the Day on the Hill on Tuesday. Eight staff participated in visiting several of our state Representatives and Senators. The main topics of discussion were: mental health, special education, early intervention funding, and staffing shortage/ Senate Bill 224. Strategic Plan Update: We are wrapping up the 2021-22 year and are busy planning for next year. Dr. Calvecchio highlighted Goal #2, Organizational Health. A team of administrators, Daren Moran, Dr. Andrew McCrea, and Dave Martin, have worked hard to help identify standards of organizational health and identified six pillars and six standards under each pillar. A more detailed draft will be presented to the Board next month. In addition, he reported on a recent Loysville teambuilding event run by Brandon Carter, Special Projects Supervisor, at the Ferryboat Campground. The purpose of the event was to engage the staff in team building activities and develop a Strength, Weaknesses, Opportunities, Threats (SWOT) analysis to help drive strategies and a plan for success. Dr. Calvecchio and Brandon Carter help lead the group activities and Dr. McCrea, Dr. Watson and Principal Lupold led activities to help develop goals and activities for SWOT.

Dr. Andria Saia, Executive Director, Dr. Andria Saia, Executive Director, highlighted the All In! newsletter. On page 6, Future Ready Café held its grand opening on May 5 at PaTTAN. The Future Ready Café helps to create real world opportunities for high school students from the Capital Area to develop work experiences while operating a business selling coffee, baked goods, drinks, etc. Shout out to the CAIU social workers and job coaches for PaTTAN Future Ready Café. CAIU celebrated our deep appreciation of the amazing work of our teachers by providing them gift certificates to several employee run businesses. CAOLA Update: Dr. Saia recently met with IU 29 about joining the CAOLA team. Dr. Saia reported on the Day on the Hill that our team recently attended. She plans to scheduled several individual follow up meetings with various legislators. Dr. Saia share a SAVE THE DATE for November 25, 2022 - Imagination Library Gala and Fundraiser Monte Carlo night at the Whitaker Center. We will be using both tech schools to provide the food. There will be raffles, a silent auction, and fake gambling. In addition, she has reached out to PDE library and early childhood to get funding for the entire state and has spoken with each legislator about supporting this cause. Lastly, Dr. Saia took a moment to reflect on the recent devastating school shooting. She stressed the importance of creating a culture of belonging and a community of care, concern and commitment in our schools. The CAIU is working to lead the field toward the work of belonging and invited school district teams to fill the nine open slots for our Belonging training on June 21 & 22. This training is specific to school district teams to implement in their buildings and is offered at no cost to the districts. CAIU social workers are holding a beginning session/training for all of our staff. All Board members are welcome to attend. We will send more details.

Mr. Daren Moran, Director of Business & Operations, provided an updated on the Health Care Trust: CAIU is one of nine members of the Trust. The Executive Trust meets regularly and the full Trust met last week to provide an update on health care. There was a dip in claims over Covid but they are now are climbing. There will be approximately a 10% increase due to the high claims.

We carry the most weight in the Trust because we have the most people. In addition, the Business Managers met yesterday and discussed common challenges such as staffing, increased costs, and supply chain issues. There were a lot of new faces at the meeting. **Ms. Rennie Gibson, Board Secretary**, reported that 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.

Departing Board Members

At 8:57 a.m., Mr. Campbell departed the Board meeting.
At 9:03 a.m., Mr. Ford Thompson departed the Board meeting.
At 9:11 a.m., Ms. Emily Hoffman departed the meeting.

Executive Director's Report

Dr. Andria Saia, Executive Director, shared some highlights from the All In! newsletter in her team report. On June 21 & 22, the CAIU will be providing several belonging trainings specifically for school district teams to learn how to implement strategies in their buildings. These trainings are at no cost to the district. In addition, CAIU is working with the State Department to add this session to their statewide training. Our social workers are also leading a belonging session/training for all CAIU staff. All Board Members are invited to attend.

President's Report

Mrs. Jean Rice thanked the Board for their attendance and service. Mrs. Rice reported that she attended Hill Top Academy's graduation ceremony and celebrated the accomplishments of six student graduates. It was a great event! She is looking forward to attending the Project Search and Loysville graduations.

Board Member Sharing of Information

There were no Board Members sharing of information.

Information Items

There were no information items 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, June 23, 2022, 8:00 a.m., Board Room, CAIU Enola Office. It is our annual reorganization meeting. We are happy to schedule a future Board visit at Early Learning Center or Loysville or any location.

Adjournment

Mrs. Barbara Geistwhite moved, seconded by Mr. Dennis Helm, "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 9:28 a.m., the meeting adjourned.

Rennie Gibson,
Board Secretary